

SEEK AND FIND

Thrift Store Volunteer

Job Description

POSITION TITLE: Volunteer (Unpaid Staff)

ACCOUNTABLE TO: Thrift Store Manager and Associate Manager(s)

PRIMARY OBJECTIVE OF POSITION: To assist with preparing donations for sale, providing customer service, and helping with the day to day operations of the thrift store.

SUPERVISION RECEIVED: Works under the supervision of Thrift Store Manager and Associate Manager(s).

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Sorting, prepping, and pricing donations
- General office assistance (make copies, help with large mailings, etc.)
- Assist with cleaning the store
- Display merchandise in neat and orderly fashion
- Creating a window display
- Creating displays of clothing (highlighting items)
- Washing and cleaning donations
- Other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

- Successfully pass a background check
- Attend SEEK AND FIND Volunteer Orientation
- Adhere to all SEEK AND FIND policies and procedures

TOOLS AND EQUIPMENT USED

Volunteers will be trained on how to use the pricing equipment and other store equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. Employee is required to walk, climb stairs, kneel, reach, stand, push, pull, lift at least 25 lbs. and move about freely.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet but can be noisy depending on occupancy.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

**SEEK AND FIND MINISTRIES
VOLUNTEER APPLICATION FORM**

Date _____

Name _____

Address _____ City _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Previous Volunteer Experience _____

Occupation (Past occupation if retired): _____

Other information that will help us make a good match (such as education, general interests/hobbies)

Languages Spoken: _____

Availability and Volunteer Assignment Preferences

Please Check All That Are Applicable:

Number of Days per week: 1 2 3 4 5

Monday Tuesday Wednesday Thursday Friday Saturday

Do You Have A Valid (State) Driver's License? Yes No

License Number: _____ Vehicle License Plate Number _____

Insurance Company: _____ Policy #: _____

Have You Ever Been Convicted For Violation Of Any Laws? Yes No

If Yes, Please Explain: _____

Do You Have Any Physical Condition that May Limit Your Activities? Yes No

If Yes, Describe: _____

In an emergency, notify:

First Name: _____ Last Name: _____

Address _____ City _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____

Volunteers agree to serve any client who is assigned regardless of race, sex, creed or national origin.

(Signature/Volunteer)

(Signature/Staff)

(Date)

AGREEMENT, AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION

PLEASE TYPE OR PRINT

I, _____
LAST NAME FIRST NAME MIDDLE NAME (PLEASE INCLUDE Jr., Sr., II, Etc.)

understand that in conjunction with my application for employment, work to be performed under contract, promotion, volunteer position, reassignment, and/or retention ("Work"), **SEEK AND FIND** will use the services of an outside agency to research and verify the information I have provided on my application for employment including my personal background, character, professional standing, work history and qualifications. This agency will provide a written report of its findings **SEEK AND FIND**.

SEEK AND FIND will utilize various sources of information it deems appropriate including but not limited to: criminal conviction records, current and former employers, department of motor vehicle records, military records, credit reporting agencies, education records, professional and personal references and workers compensation records including any and all injuries in compliance with the Americans with Disabilities Act. I agree, authorize and consent to the release and disclosure of any and all information including but not limited to the above to **SEEK AND FIND**.

I agree, authorize and consent to the procurement of a Consumer Report and/or an Investigative Consumer Report and understand that it may contain information about my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This authorization in original or copy form shall be valid for my term of Work from the date indicated next to my signature. According to the Fair Credit Reporting Act, I will be notified by **SEEK AND FIND** if Work is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to **SEEK AND FIND**. I further understand that I may request a copy of the report, and that when doing so, proper identification will be required and I should direct my request to **SEEK AND FIND**. I understand that residents of all states will automatically receive a copy of the report if an adverse action is taken regarding the employment application, or upon request as outlined herein.

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES. PLEASE PRINT CLEARLY.

Signed

Today's Date

Name as it appears on your driver's license

Position Applied For

Social Security Number

Date of Birth

Driver's License Number

State

Other names you have used, or are also known as, including maiden name, name changes and any aliases:

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS
Mo./Yr. / Mo./Yr

Current Address: _____
Street Apt.# City State Zip Code From / To?

Former Address: _____
Street Apt.# City State Zip Code From / To?

Former Address: _____
Street Apt.# City State Zip Code From / To?