



**Volunteer Position Description**  
**CLOTHING BANK HELPER**

**PURPOSE:** To assist with the smooth functioning of the Clothing Bank.

**REPORTS TO:** Social Support Program Coordinator, Omar Brooks (416-847-4142)

**LOCATION:** 4100 Lawrence Ave. East

**SKILLS / QUALIFICATIONS:**

- Committed & Patient
- Basic understanding of English language.
- Ability to lift up to 40 lbs of weight
- Ability to bend and reach out to organize shelves.

**DESIRABLE CHARACTERISTICS:**

- Reliable & Punctual
- Trustworthy

**RESPONSIBILITIES:**

- Open the Clothing Bank during the scheduled days and hours.
- Maintain a clean and organized appearance of the room at all times.
- Ensure security of all the items in the clothing bank.
- Assist the clients with patience and understanding.
- Arrange clothing at their assigned appropriate location.
- Follow SCHC policy and safety regulations, including carrying SCHC walkie-talkie at all times for communication with volunteer supervisor
- Notify Manager/Program coordinator if unable to come - 48 hours notice is preferred
- Always wear a Volunteer ID while on shift.

**COMMITMENT:**

- Six months minimum, one day a week for at least 4 hours.
- As per the Clothing Bank schedule – to be discussed with the Program Coordinator.

**ORIENTATION & TRAINING:**

- Online training modules as assigned by Coordinator of Volunteer Engagement plus On-the-job training with the Social Support staff, including SCHC Volunteer training.
- Attend periodic in-service education sessions when offered.

**BENEFITS:**

- Develop organizing skills and inventory management.
- Develop inter personal and communication skills by working in a team environment.
- Gain customer service experience by interacting with clients.
- Satisfaction of giving back to the community.