



SOROPTIMIST®
Investing in Dreams

Anney's Closet Donation Day Volunteer

Position Overview

Anney's Closet Donation Day Volunteers work with the Anney's Closet Donation Day Coordinator to ensure smooth receipt, unpacking, sorting, and shelving of items received from the public on scheduled Donation Days (usually held the second and third Saturday of each month (with exceptions)).

Location: Anney's Closet - inside Westshore ULock - 1621 Island Hwy.

Time Commitment: 2 hours on the second and third Saturday of each month (with exceptions)

Contact: Volunteer Coordinator, Loreli Urquhart;
lorelisivw@gmail.com

Position Open To

Volunteer positions are open to anyone over the age of 18, or 16 with parental consent. Members of visible minority groups, Indigenous people, persons with disabilities, LGBTQ+ persons, trans and gender variant persons, ESL individuals and newcomers, and others with the skills and knowledge to engage productively with diverse communities are encouraged to volunteer.

Responsibilities

Anney's Closet Donation Day Volunteers will

- Indicate availability for shifts by responding to emails from the Volunteer Coordinator.
- Once confirmed for a shift, arrive for shifts between 9:00 and 9:15 a.m. on the shift date.
- Park on the street and enter through the front office to be escorted back to the closet area by ULock staff.
- Greet donors at the back door and load donated items onto rolling carts.
- Transport donated items to the staging area outside of the Anney's Closet lockers and work with assigned onsite mentor to unpack and sort items.
- Assist with closing procedures which may include packing up garbage and taking recyclables to the recycling bins.
- May be asked to set up and retrieve signage:
 - Sandwich board sign at the back door to ULock
 - Two signs on the grassy curb area along Island Highway
 - One sign in the grass at the entrance to ULock

Working Conditions

Indoors, occasionally outdoors, overhead lighting, temperature regulated, medium to low noise levels including background music, no natural light, onsite washroom available. Closed-toed shoes are recommended.

Physical Accessibility

Physically accessible washroom for volunteers/staff; designated accessible parking; accommodations will be made wherever possible

Skills, Knowledge, and Qualifications

- Complete a Criminal Records Check (CRC)
- Interpersonal skills
- Able to follow direction
- Problem-solving
- Knowledge of teamwork best practices
- Able to stand for long periods
- Able to lift 10 kg
- Respect for all individuals regardless of race, nationality, gender, sexuality, class, ability, or religion
- Merchandising experience is an asset

Training Provided

- Overview and history of Anney's Closet and relationship to Soroptimist International of Victoria Westshore
- Site orientation
- Assigned an onsite mentor for 2-3 shifts
- General guidelines for what Anney's Closet accepts and does not accept; processes and procedures for sorting and storing various items
- Health and safety protocols (including when necessary, a communicable Disease Prevention plan and COVID-19 protocols)

Responsible to

- Donation Day Coordinator