

## VOLUNTEER JOB DESCRIPTIONS: KID'S CLOSET

### VOLUNTEER LOCATION

Samaritan House Kids Closet  
4031 Pacific Blvd  
San Mateo, CA

#### Kid's Closet Auxiliary Volunteer

Plan the volunteer scheduling and support framework; plan for training and integration of new volunteers. Responsible for on-going sustainability of Kid's Closet program and the Auxiliary.

**Requirements:** Must be able to attend periodic meetings; willing to share responsibility for the over-all running of the Kid's Closet; assist in finding own replacement upon disengagement; must be over 18 years of age

**Commitment:** One year

#### Lead Shopping Assistant Volunteer

Serve as the volunteer on-site coordinator during shift; orient episodic volunteers upon arrival; assign volunteers to needed tasks; monitor work flow.

**Requirements:** Must attend a Kid's Closet orientation

**Commitment:** One year, once a month

#### Shopping Assistant Volunteer

Greet and welcome donors and client families upon arrival; accept donated items *if appropriate*; offer a receipt and keep copies for Samaritan House records. Collect/file client's voucher; assist with shopping as needed.

**Requirements:** Must attend a Kid's Closet orientation; must be fluent in English/ Spanish helpful: friendly, respectful, caring, tactful, discrete

**Commitment:** One year, once a month for on-going volunteers. Episodic volunteers must pledge to at least two shifts in one-month time period

#### Sorting/Filling Volunteer

Sort donated clothing and baby items; discard anything that is not clean or is more than *gently* used; discard all stuffed animals and baby toys that cannot be cleaned with bleach. Separate clothing according to size and gender; place on hanger for racks or fold for shelves. Add to displayed items by category.

**Requirements:** Must attend a Kid's Closet orientation; under 18 years of age, must be accompanied by a parent while volunteering; available on Saturdays

**Commitment:** One year, once a month for on-going volunteers. Episodic volunteers must pledge to at least two shifts in one-month time period

#### Scheduling Volunteer

Coordinate monthly schedule of Kid's Closet volunteers; contacting volunteers to fill schedule; arranging substitutes when needed

**Requirements:** Must attend a Kid's Closet orientation; must be fluent in English (Can be a virtual volunteer job)

**Commitment:** Six months