



Volunteer Position: Clothing Room Job Description

The volunteer helps the in-area volunteer set up the clothing room for their shift. The shift times are 9:00am – 12:00pm and 1:00pm – 4:00pm. Sign up for the clothing room is at 10:00am and 1:30pm and they do this at the front desk. The first 10 women in line pick a number between 1-10 to determine their spot in line, known as the “Clothing Room Sweepstakes.” After all 10 women have picked numbers, it will continue with regular sign up. While working in the clothing room, you are responsible for:

- Assuring the front desk volunteer utilizes the “Clothing Room Sweepstakes” rules (located just outside the clothing room and inside) by having the first 10 women draw numbers for their place in line and continuing with regular sign up.
- Going through donation bags with the in-area volunteer, hanging items, folding, sorting and organizing.
- Ensuring the clothing room is clean and ready for women to enter.
- Maintaining a safe, respectful environment for both volunteers and women utilizing the room.
- Assisting with any small disputes that may occur; if there is a situation that continues to escalate please see Stephanie, Volunteer Coordinator.
- Familiarize yourself with the clothing room rules (listed on the front door)
- Ensuring that after the shift is over the room has been cleaned for the next shift.
- Communicating any concerns, comments and positive feedback to Stephanie, Volunteer Coordinator.

To apply, please contact Stephanie, Volunteer Coordinator by email: skills@dewc.ca, and include “**Clothing Room Volunteer**” in the message subject.