



Clothes Closet Volunteer

Position Description

Title: Clothes Closet Volunteer

Supervisor: Annie Crepeau – Volunteer Coordinator (annie@stepslp.org)

Location: STEP, 6812 W. Lake St., St. Louis Park, MN 55426

Time Commitment: 1 shift (2.5 hours) per week

Clothes Closet Volunteer Hours:

- Tuesday shifts: 9-11 am or 4:45pm-7:15 pm
- Wednesday shift: 12:45 pm-3:15 pm
- Thursday shift: 8:45-11:15 am or 12:45-3:15 pm

Purpose

- Assist STEP clients in finding clothing, sort incoming clothing donations, and maintain a clean shopping area for clients.

Volunteer Activities/Duties

- Create a welcoming environment for STEP clients to use the Clothes Closet.
- Assist STEP clients in meeting their clothing needs.
 - Offer a shopping basket to clients and assist in bagging their items.
- Record service information for STEP tracking—incoming & outgoing bags of clothing as well as people served.
 - Punch the client's Clothes Closet punch card upon entering and record client with a tally for each adult shopper who enters the Clothes Closet.
 - Tally the number of clothing bags as clients leave the Clothes Closet.
- Sort through incoming clothing donations and assess quality.
 - Good quality clothing that is clean, in style, and in season should be hung and placed on a rack or in the appropriate bin.
 - Items or clothing that are damaged, soiled, have an odor, or shoes that are overly worn should be placed in plastic bags and put in the designated Epilepsy Foundation bin.
 - Tally the number of grocery bag equivalents being put in the cart.
- Re-stock clothing racks and shelves as needed.
- Maintain the cleanliness of the Clothes Closet and sorting area.
 - Check racks for items put back in the wrong place.
 - Check underneath racks for items that need to be rehung.



- Interact with STEP clients in a confidential and respectful way.
- Attend volunteer training meetings as needed

Qualifications

- Commitment to STEP's Mission—To strengthen our community by responding to the basic emergency needs of individuals & families in St. Louis Park.
- Ability to effectively and compassionately communicate with staff, volunteers, and clients.
- Friendly and people oriented.

Benefits

- You will have the opportunity to help maintain a higher quality of life for individuals and families in St. Louis Park.
- You will have the opportunity to help those who use STEP services directly.
- You will have the opportunity to work with others with similar passions and interests.