



## Willamette Humane Society - Volunteer Role Description

### Thrift Store Retail Assistant

**Availability: 10:00-12:00, 12:00-2:00, 2:00-4:00, and 4:00-6:00 on Saturdays.**

#### **Purpose of the Role:**

The Willamette Humane Society Thrift Store opened its doors in 1968, and has become the largest single income source for the shelter. Whether you contribute to our Thrift Store by donating, shopping, or volunteering your time, you make a difference for shelter cats and dogs.

All of the profits from the WHS Thrift Store support the care of the animals and our volunteers are critical to the success of this store. Store volunteers assist customers and represent Willamette Humane Society to the general public.

Thrift Store Assistants work with the public in selling items at the WHS Thrift Store. They may also sort donations, move and set up displays, do item research on computers, help to clean and organize the store and work area, and operate a cash register.

#### **Volunteer Role Location:**

Volunteers will serve at the WHS Thrift Store located 548 High St. NE in downtown Salem. Across the street from the Salem Parkade, please do not park there. Parking is available in back of the store.

#### **Essential Duties and Responsibilities:**

- Greet and interact with members of the public who come to the store
- Sort donated items; tag items accurately; hang clothing; and put merchandise in appropriate places.
- Answer questions for the public through either direct or telephone contact.
- Run the cash register.
- Clean and organize the sales floor and work area as needed.
- Test electronic items
- Assist in loading/unloading donations

#### **Time Commitment:**

- All of the duties take time to master so it is preferred that volunteers plan to stay at the Thrift Store for extended periods.
- Minimum two hour shifts, longer shifts preferred. Average is four hours.
- Shifts available: Monday-Saturday from 10 am-6 pm
- Most scheduling is flexible with the exception of cashier shifts. Those require a regular recurring shift on the schedule.

**Last Updated:** [7/25/2021]

**Updated by:** Kerilynn Capen

- Additional training will be required by the Manager.

### **Qualifications and Requirements:**

- Ability to work directly with cleaners and disinfectants
- Most roles in the store require the ability to stay standing or active during entire shift with a select few roles for folks with limited mobility
- Requires lifting, bending, and stooping.
- Must be 16 years of age or older to volunteer.
- Must be 18 years of age or older to work the cash register.

### **Dress Code:**

- Closed toed, non-slip shoes and socks
- Pants or shorts free of rips, tears or stains that cover and protect skin
- Willamette Humane Society Volunteer apron
- Willamette Humane Society name tag

### **Benefits:**

- Get retail working experience
- Interact with a diverse group of customers, donors, staff and volunteers
- Volunteer in downtown Salem near food and other attractions.
- Always lots to do but very low key and low stress
- Discount available on all purchases at the Thrift Store
- Help pets without direct animal contact.

WHS is dedicated to establishing, maintaining, and enhancing the bond between companion animals and people of Marion and Polk counties. For more information on volunteering, visit the [volunteer Facebook page](#), join our [monthly newsletter](#), or email [volunteer@whs4pets.org](mailto:volunteer@whs4pets.org).