

Sara's Treasures
VOLUNTEER
THRIFT SHOP CLERK/ CAT CARE ASSISTANCE
JOB DESCRIPTION / REQUIREMENTS

A Successful Volunteer will demonstrate the ability to:

- * Work cooperatively with the Shop Manager, Assistant Manager, Shift Supervisors, Executive Director & Board of Directors
- * Work congenially with all other employees & volunteers of various ages and backgrounds
- * Communicate questions or concerns about shop business or personnel to the Manager, Assistant Manager, or a Shift Supervisor.
- * Lift & carry up to 25 pounds, stand for extended periods of time and stoop to scoop boxes.
- * Be courteous and helpful all donors, customers, other volunteers and shop staff and all other visitors to the shop.
- * Handle cash accurately.
- * Operate cash register, credit card machine and other shop equipment.
- * Ensure shop is kept as clean, neat and safe as reasonably possible.
- * Explain SARA's mission accurately and with enthusiasm to customers, new volunteers and all other visitors.
- * Politely but firmly refer enquiries about unwanted or stray animals to appropriate agencies/organizations in a quick and concise manner.
- * Remain pleasant to everyone while working in a busy environment.
- * Demonstrate creative thinking and ability to make both independent & collaborative decisions
- * Work 1 or more 3-5 hour shifts per week.
- * Arrive punctually to work.
- * Be reasonably available to cover other shifts in sick leave, vacation & emergency situations.
- * Put merchandise out on the racks and shelves in a neat and orderly manner according to the floor plan.
- * Care for shop cats with love, including appropriate feeding and cleaning of cat areas and checking for signs of illness (including ear mites, fleas, URI and stress). Communicate to Shop Manager or Assistant Manager any concerns.
- * Protect shop cats from excessive handling by customers or children.
- * Refer potential cat adopters to the Manager or Assistant Manager and communicate your opinion of a potential adoption.
- * Other duties as assigned by Shop Manager, Assistant Manager or Executive Director.

QUALIFICATIONS:

Good communication skills.

ASSETS:

Retail experience.

Fund raising experience.

Animal care experience.

Owning a reliable vehicle capable of carrying 4+ large bags/boxes of donated items.

Owning a functional computer with e-mail capabilities.

SARA 056

11-11-06