



Volunteers of America – Central Louisiana

Volunteer Job Description

JOB TITLE: Baby Closet Volunteer

PURPOSE: This person will be responsible for assisting in organizing donations and ensuring Baby Closet is stocked and merchandised.

LOCATION: Volunteers of America office – Baby Closet

KEY RESPONSIBILITIES:

- Organize donations to the Baby Closet
- Promote Baby Closet to the public
- Fill out in-kind donation forms to accompany donations
- Merchandise and display as many items as possible
- Other duties as assigned

REPORTS TO: Children and Families Program Director

TIME COMMITMENT: An estimated 4-10 hours weekly. Volunteers are able to work anytime between 8:00am-5:00pm, Monday through Friday. A six month commitment is required for this position.

QUALIFICATIONS: Retail and merchandising experience a plus but not required. Positive attitude and great organizational skills.

SUPPORT: An estimated 4-10 hours weekly. Volunteers are able to work anytime between 8:00am-5:00pm, Monday through Friday. A six month commitment is required for this position.

AGE REQUIREMENT: No age requirement

DRESS CODE: Casual

BACKGROUND CHECK: Required