

# Clothing Volunteer

**Position Title:** Clothing Volunteer

**Job Description:** The Clothing Volunteer will assist in processing clothing donations for the New Circles Community Services boutique.

Tasks will include, sorting, selecting, tagging and preparing clothes for our boutique.



The Clothing Volunteer plays an integral role in the New Circles team, ensuring that a consistent supply of quality clothing is made available for our clients.

## **Qualifications:**

- An interest to serve the community
- Ability to work within a team setting
- Ability to adhere to the New Circles values (respect, caring, integrity & diversity)
- Willingness to learn new skills and tasks
- Reliable and punctual

## **Responsibilities / Duties:**

- Sort through donations; Determine if a donation is appropriate for New Circles
- Prepare items for boutique (washing, steaming, tagging, hanging)
- Place items on racks and in bins, based on need within boutique
- Move racks and bins into restocking zones
- Maintain a clean and safe stocking area at all times

## **Schedule:**

Clothing Volunteers are needed during our hours of operation. Volunteers pick their own schedules, in consultation with the Volunteer Coordinator. Volunteers are asked to donate a minimum of two hours a week for two months.

Monday - Wednesday and Friday: 9 am - 5 pm

Thursday: 9 am - 7 pm

Saturday & Sunday: Closed

## **Training & Supervision:**

The Clothing Volunteer will attend an orientation session. New Circles utilizes a mentorship training process, where more experienced volunteers support newer volunteers in learning tasks. Additionally, the Volunteer Coordinator and other New Circles staff will provide ongoing support for skills development.

Volunteers report to the Volunteer Coordinator.

## **Benefits:**

- Opportunity to develop new skills (Skills Enrichment)
- Develop strong communication and interpersonal skills
- Meet others from diverse backgrounds and network in the community
- Attend Volunteer Recognition social events
- To establish local references for school or employment
- Be a part of a team that directly impacts the community, through fostering equity, respect and dignity for all its members
- Complete community service hours, as mandated by various programs

**Start Volunteering:**

Contact Nita, the Volunteer Coordinator at 416-422-2591 or via email at [volunteer@newcircles.ca](mailto:volunteer@newcircles.ca) . Volunteers will meet with the Volunteer Coordinator for an initial meeting, at which time an application form will be completed. Volunteers will be registered to attend an Orientation Session. After the Orientation Session, volunteers will be ready to begin their journey with New Circles!

**Contact:**

**New Circles Community Services**

10 Gateway Boulevard, Suite 100

Toronto, ON M3C 3A1

Ph: (416) 422-2591

Email: [volunteer@newcircles.ca](mailto:volunteer@newcircles.ca)

Website: [www.newcircles.ca](http://www.newcircles.ca)

**Closest Major Intersection:** Don Mills Road and Eglinton Avenue (Flemingdon Park)