



Volunteer Job Descriptions

Clerical Assistant

Volunteer will be assigned to the Administrative office. Primary assistance will be given to the staff assigned. Position consists of word processing, filing, record keeping, copying, collating, shredding, mailings and other duties as assigned.

Donor Processor

Volunteer will be at or near the donation door area at all times. Will provide assistance to donation attendant. Help keep donation area neat and orderly by removing garbage and miscellaneous items. Offer donation receipts to each donor and count donations on documentation provided. Assist in processing donations.

Patron Greeter/Bagger

Volunteer will be positioned at front entrance either standing or on stool if physical limitations exist. Each patron will be greeted upon entering and thanked as exiting. Volunteer will provide general retail information upon request and information about Goodwill's mission. Volunteer will also assist in bagging purchases as needed.

Retail Assistant

Volunteer may be asked to provide assistance to cashier, help maintain cleanliness of store, restock, provide donation assistance, assist with donation processing and act as a store greeter.

Special Events Assistant

Provide assistance with Special Events that Goodwill holds throughout the year. Assist with coordination and clerical duties of events. Assist with both implementation and running of events.