



CLOTHING SORTER

PURPOSE

The Clothing Sorter volunteer assists in sorting through donated clothing, shoes and other items to determine what will be kept and distributed to clients in Olive's Closet, and what is to be recycled. The Clothing Sorter assures that all items to be received by clients are clean, neat in appearance and appropriate as defined by the policies and procedures established by Pueblo Cooperative Care Center.

SKILLS

The Clothing Sorter volunteer must maintain a commitment to support diverse individuals in a critical need work environment. Skills and qualifications for the Clothing Sorter position include:

- a. the ability to express compassion and empathy for those living on a low income, senior citizens, veterans, individuals facing substance abuse, individuals with intellectual or developmental disabilities, the homeless and others;
- b. excellent interpersonal communication skills;
- c. checking with the Executive Director or their designee to see what the priority needs are for the day;
- d. sorting through donated clothing, shoes and other items to identify the difference between appropriate seasonal items for client distribution in "Olive's Closet" and items needing to be recycled;
- e. checking clothing, shoes and other items for broken zippers, snaps or buttons, holes, stains, soil marks, inappropriate expressions or other damages;
- f. separating clothing, shoes and other items by type, verify sizes and appropriately designate them with their correct size;
- g. folding (*as warranted*) and placing clothing, shoes and other items on hangars, in racks, in bins or other areas prior to client distribution;
- h. placing all clothing, shoes and other items to be recycled in bags and place into recycle bins in designated areas;
- i. as warranted, place all out-of-season clothing, shoes and other items to be kept in labeled boxes and store them in designated areas.

SUPERVISOR

The Clothing Sorter volunteer reports to the Executive Director of Pueblo Cooperative Care Center or their designee.

DESIRABLE CHARACTERISTICS

The Clothing Sorter volunteer must be reliable, trustworthy, maintain integrity, have patience, be punctual, understanding and empathetic to client needs.



RESPONSIBILITIES

Responsibilities and expectations for the Clothing Sorter volunteer position include:

- a. ensuring that clothing sorters in the sorting room maintain interactions in a dignified, kind and respectful environment;
- b. keeping the sorting room work area is safe, clean and organized;
- c. maintaining confidentiality except where required by law to report; and
- d. to assist in other work areas at Pueblo Cooperative Care Center as qualified and needed.

WORKSITE LOCATION

326 West 8th Street
Pueblo, CO 81003

ORIENTATION & TRAINING

Every volunteer serving at Pueblo Cooperative Care Center is required to complete a volunteer application prior to starting in any position. Program-specific orientation and job training are provided by the staff at Pueblo Cooperative Care Center followed by on-the-job training with individuals serving in that position. One-on-one mentoring with staff and experienced volunteers will be provided. As warranted, a volunteer may be requested and is expected to attend in-service education sessions as needed.

TIME COMMITMENT

Shifts for volunteers can vary depending on the position an individual is volunteering for. All volunteers are asked for a commitment of a minimum of three and a half (3.5) hours per day, one day per week for six months. An individual's ability to maintain this commitment is expected.

MORNING MEETING

Every volunteer is expected to attend the morning meeting each day they volunteer their services to receive all staff updates and the distribution of current information. Staff, volunteers and invited guests meet every morning, Monday through Friday at 8:40 a.m. to review available services, discuss upcoming events and activities, address security concerns and share in development activities including presentations, awards, recognitions, birthday celebrations and more. At the conclusion of the morning meeting, those who choose to participate in a prayer gather together and pray. Prayers are offered for Pueblo Cooperative Care Center, its volunteers, individual requests, names listed on the prayer list, clients and their prayer requests obtained from the prayer box. The decision to pray is entirely up to the volunteer and their decision to participate (or not) will be respected and honored. Group prayers are only offered at this time each day.

BENEFITS

Volunteering time to help others helps bring good to a world in need and it gives every volunteer a sense of purpose. Volunteering helps individual's increase and enhance their physical, emotional and spiritual growth and it helps to build up communities both large and small. As a faith-based organization, Pueblo Cooperative Care Center firmly believes that helping others in need is a way to honor God.



The benefits of volunteering are to be self-assessed by each volunteer as they can be both intrinsic and extrinsic in nature. Benefits experienced by volunteering may include but certainly are not limited to:

- a. grounding an individual in their foundational beliefs *and faith* while serving others;
- b. developing and contributing to community resources that further the objective of helping others and the community;
- c. developing skills by working in a team environment and interacting with clients;
- d. contributing to an efficient and high functioning non-profit organization; and
- e. to engage with and develop relationships with community members;
- f. to make new friends in a faith-based environment that believes in the value of all people.

