



## Volunteer Opportunities

### **Leadership Roles**

**Client Sales Event Coordinator(s):** *Immediate need to help lead our end of season sale on Tuesday, March 27<sup>th</sup>.* If you love shopping parties, this is a job for you! This entails organizing 2-4 themed shopping events yearly for our clients and to coordinate two “end of season” clearance sales. Helpful skills: people - organizing volunteers & client interaction, organizational-display set-up, communications.

**Donations Coordinator(s):** This person(s) will coordinate donation pick-ups by communicating with volunteers, send thank you letters to donors, and oversee the donation process at the boutique. Will also be the point person for clothing drives. Helpful skills: Organization – coordinating volunteers, communication & basic computer - sending letters, coordinating with companies.

**Pop-Up Shop Manager and Sales Associates:** If you like retail but don't want to work weekends, then come volunteer at our new Pop-Up Shop! Help customers shop our special UCT clothing and accessories and process payments. Tentative day is proposed to be Fridays 10:00 –2:00. Helpful skills: Retail, people, basic iPad/Square check-out.

**Fundraising Co-Chair:** Lead the Fundraising Committee to develop and implement a strategy for fundraising, create marketing materials to visit and obtain corporate sponsors, etc.

**Client Liaison and Outreach Coordinator:** Serve as the bridge between our wonderful partners and clients to ensure communication and follow-up on client progress. Will assist with establishing performance measurement (surveys). Outreach to recruit new referral partners. Helpful skills: Knowledge of the area social services network, public speaking, communications.

All leadership roles will involve an interview.

### ***Or join a committee!***

#### **Committee members needed:**

- **Dress to Impress Gala:** *Immediate need to help with our first Gala scheduled for May 16th.* We need people who like to throw fun (and profitable) parties! Volunteers needed to help with the silent auction, obtaining sponsors, managing the raffle, day of event volunteers and more.
- **Product Sales:** High-end items help us pay the rent! We are currently selling items on eBay and in our new pop-up shop. This is a new committee, so volunteers will work together to set procedures, marketing, etc. Help plan our spring grand opening!
- **Fundraising:** Develop and implement a strategy for fundraising, create marketing materials to visit and obtain corporate sponsors, etc. We are also in need of grant-writing assistance.
- **Marketing & PR Committee:** volunteers needed to help with activities such as: writers for our monthly enews or developing strategies to broaden our reach in the community.