



RESOURCE DEPOT

turning waste into wonder

VOLUNTEER HANDBOOK

Last Revised: June 1, 2023

DEAR VOLUNTEERS,

We are pleased to welcome you!

It is individuals like you, who have agreed to serve and commit your time, talent and energy to strengthening our nonprofit community, to whom we are so thankful. We extend our sincerest appreciation for your personal commitment and recognition of the value of this special work and your ability to impact the greater good of the community.

We have provided this manual to serve as a resource, and we welcome you to ask any additional questions you may have.

We hope that you find your service with Resource Depot to be a most rewarding experience!

PURPOSE OF THIS HANDBOOK

Resource Depot is committed to fair, clearly stated, and supportive relationships with its volunteers. The purpose of the Volunteer Handbook is to clearly communicate information about the volunteer process, policies, responsibilities and operating procedures.

Volunteers are encouraged to keep this manual for reference throughout their volunteer service with Resource Depot. As new policies and operating procedures are implemented, they will be provided for filing in this Handbook.

Unless specifically stated, these policies apply to all volunteers in all programs and projects undertaken on behalf of Resource Depot and to all sites/locations at which Resource Depot business is conducted. This Handbook is not intended to constitute, either implicitly or explicitly, a binding contract. Resource Depot reserves the exclusive right to amend or modify these policies at any time without prior notice. Because it is impossible to anticipate every situation that may arise, Resource Depot reserves the right to address a situation in a manner different from that described herein if, at its discretion, the circumstances so warrant.

Any questions about the information presented in this Volunteer Manual should be directed to the Executive Director.

KEY CONTACT INFORMATION

Resource Depot staff consists of several full time, part time and contractual employees. Depending on the type of activities for which you will be volunteering, you may report to one or all of the following:

Jennifer O'Brien, Executive Director: jobrien@resourcedepot.org

Chelsea Odum, Director of Education & Artist Relations: codum@resourcedepot.org

Andrea Trainor, Director of Retail Operations & Communications: atrainor@resourcedepot.org

Brittney Merryweather, Program Coordinator: education@resourcedepot.org

OUR MISSION AND VALUES

At Resource Depot we believe in education through imagination. We believe in a more creative and sustainable future starting with our community. And most importantly, we believe that we can all become more conscious of what we throw away and the potential left in our waste.

For nearly 24 years, Resource Depot has tackled Palm Beach County's growing waste problem by rescuing unwanted and excess materials, turning waste into wonder. Resource Depot collects donations from businesses and individuals and redistributes the items to teachers, artists, families, and other non-profit organizations that need them, encouraging creative, hands-on learning and innovation. Not only does this support arts and education programs by stretching supply budgets, Resource Depot keeps hundreds of thousands of pounds reusable materials out of the landfill each year -materials such as carpet squares, paper of all sizes and colors, wallpaper sample books, tiles and tile samples, office supplies and craft materials such as buttons, ribbon, yarn or beads.

Every day, Resource Depot encourages others to have fun with diverse materials, inspiring children and adults to express themselves through creating. Resource Depot serves as an inspiration and resource to Palm Beach County's next generation to value and care for the planet they're inheriting through reuse and repurposing. Our job as a center for creative reuse is to [collect all the things that nobody wants anymore](#) and give them to those who can use them. We do this through our [TreasuRE](#) and the [Material Marketplace](#). But we do more than just collect and distribute upcycled items, we also teach amazing ways to put all these items to use at home, in the classroom or in a business. We do this through [field trips, summer camp, in-house workshops, and outreach programs](#).

We couldn't do any of this without our wonderful [staff, board of directors](#), and our [volunteers](#)!

CODE OF ETHICS

Resource Depot promotes a working environment that values respect, fairness and integrity. All staff, Board Members and volunteers act with honesty, integrity and openness in all their dealings as representatives of the organization. We have a clearly stated mission and purpose, approved by the Board of Directors, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by us and of value to the society at large.

HOURS OF OPERATION

Resource Depot's office hours are as follows: Tuesday - Thursday: 9am-5pm; Friday: 9am-4pm

Resource Depot's shopping hours are as follows: Tuesday - Thursday: 11am-5pm; Saturday, 9am-2pm

Donations are accepted by appointment during shopping hours only.

At times, volunteers may be requested to perform their duties outside of normal business and/or shopping hours, such as at community events.

HOW TO VOLUNTEER AT RESOURCE DEPOT

RECRUITMENT

Volunteers shall be recruited proactively by Resource Depot. Recruitment methods include, but are not limited to: websites, partnership with local organizations and community groups, and word of mouth. While individuals that are currently employed may be considered, particular attention will be given to the individual's current employment situation to ensure that a conflict of interest does not exist.

ELIGIBILITY

The general eligibility criteria for Resource Depot volunteers are below. Extenuating circumstances may be reviewed at the discretion of the Executive Director if all eligibility requirements are not clearly met.

MINIMUM REQUIREMENTS:

- Be courteous, friendly and cooperative.
- Be dependable and punctual
- Be self-directed, willing to take initiative, and detail-oriented
- Be willing to learn and take part in orientation and training sessions.
- Be respectful
- Be committed to the mission of Resource Depot

APPLICATION PROCESS

Prospective volunteers will be asked to submit an application and/or current resume; an initial telephone screening may be scheduled. A background check will also be performed prior to volunteer service, if applicable. Please note that falsification of information on either an application or a resume/CV will result in disqualification from volunteer consideration.

Qualified prospective volunteers may be contacted for more in-depth individual interviews. Interviews will be conducted by the Director of Education & Artists Relations and/or his/her designee/s.

VOLUNTEERING FOR MINORS (UNDER 16 YRS OF AGE)

All minor volunteers should have a signed permission form/waiver from a parent or guardian.

Volunteers under the age of 16 should volunteer for no more than 3 hours a day on a school day (assuming it is not a school sponsored volunteer activity/field trip), more than 8 hours on a non-school day, more than 18 hours a week during a school week, and more than 40 hours a week during non-school weeks. Volunteers under 16 will be given low risk/non-physical activities, like tagging items, inventory, sorting items, etc. and will be under adult supervision at all times.

When necessary, Resource Depot may require a reference from the volunteer's school and/or guidance counselors.

ACCEPTANCE AND PLACEMENT

Volunteers may serve in multiple capacities and assignments will be made on a case-by-case basis. Volunteer placement should meet the requirements of both the volunteer and Resource Depot. Volunteers are asked to

communicate any concerns they have regarding potential or current placements to their assigned Volunteer Supervisor.

ORIENTATION AND TRAINING

All volunteers will receive a general orientation, which will introduce them to the history and structure of Resource Depot, key staff members, volunteer roles and responsibilities and the benefits of volunteering. During the orientation, the volunteer will receive a copy of the organization's volunteer policies and procedures and a copy of the volunteer position description. The new volunteer will be asked to sign a receipt acknowledging that they have received, read, and understand the material provided during the orientation session.

Volunteers may be required to attend additional initial and ongoing position-specific trainings relevant to the volunteer opportunities in which they will be engaging.

BACKGROUND SCREENING

Background screenings may be required for volunteers. Any volunteers in contact with vulnerable populations must complete a Level II fingerprint background check. Other volunteers not in contact with vulnerable populations may be required to complete a Level I online background check. The assigned Volunteer Supervisor will provide additional information as appropriate.

YOUR VOLUNTEER EXPERIENCE: SUPPORT AND SUPERVISION

ON-GOING SUPPORT/GUIDANCE

All volunteers have access to the staff of Resource Depot to provide guidance and information as needed for the successful completion of volunteer engagements.

MONITORING

Volunteers are monitored on an on-going informal basis throughout their volunteer engagements and at the completion of individual projects. Areas evaluated include, but are not limited to: personal conduct, interactions with clients, thoroughness and quality of volunteer engagements, insert additional areas of evaluation. In appropriate situations, additional training, counseling by assigned Volunteer Supervisor or another designated staff person, re-assignment of a volunteer to a new engagement, suspension of the volunteer, or dismissal from volunteer service may be required.

DISMISSAL OF A VOLUNTEER

Volunteers who do not adhere to the rules and procedures of the organization or who fail to satisfactorily perform their volunteer assignments may be dismissed. No volunteer will be dismissed until the volunteer has the opportunity to discuss the reasons for possible dismissal with appropriate staff.

RESIGNATION OF A VOLUNTEER

Volunteers may resign from their volunteer service with the organization at any time. It is requested that volunteers who intend to resign provide advance notice of their departure in writing and a reason for their decision.

EXIT CONFERENCES

Resource Depot is committed to conducting exit conferences with all volunteers who separate from the organization, whenever possible, to identify the circumstances surrounding the volunteer's decision to separate from the organization, and to identify any issues within the organization that are affecting recruitment and retention of volunteers. Exit conferences are also designed as a forum for volunteers to share opportunities for improvement of the quality of the work environment and volunteer experience.

VOLUNTEER RESPONSIBILITIES

AVAILABILITY

Please notify the assigned Volunteer Supervisor if you require a leave of absence from the volunteer position or will be unavailable/out of the state for an extended period of time.

If you have agreed to volunteer on a specific day, please inform the assigned Volunteer Supervisor of any change in your availability on that date, including late arrivals and early departures.

INFORMATION CHANGES

Please notify Resource Depot of any changes to your personal mailing addresses, telephone numbers, e-mail addresses, emergency contact(s), and other relevant information.

REPRESENTATION OF RESOURCE DEPOT

Volunteers are authorized to act as representatives of the organization as specifically indicated within their volunteer descriptions and only to the extent of such written specifications. Volunteers are unable to enter into any relationships on behalf of Resource Depot. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations or any agreements involving contractual or other financial obligations. Please refer any requests of this nature to the Executive Director.

ACCEPTANCE OF GIFTS

NON-CASH GIFTS

Volunteers may accept common courtesies or gifts of a nominal value (\$25 or less) usually associated with accepted business practices. In the event that you are offered a non-cash gift valued over \$25.00 (including tickets to special events, etc.) in association with the performance of Resource Depot's duties, please notify the assigned Volunteer Supervisor within three (3) days of receipt of the non-cash gift. After review, you may be asked to return the gift and/or relinquish it to Resource Depot.

CASH GIFTS

Volunteers are also required to inform the assigned Volunteer Supervisor of any offers of cash payments received in association with the performance of Resource Depot duties and/or in an attempt to influence a volunteer in any way. Under no circumstances will a volunteer ever be allowed to keep any cash payments.

Any volunteer that fails to report accepting cash payments or non-cash gifts valued over \$25.00 is subject to dismissal from volunteer service.

COMPUTER AND INTERNET USAGE

Computers, computer files, and software furnished to Resource Depot volunteers are intended for business use only. You may be assigned a password for use in accessing software systems or files on the computer. Do not use a password, access a file, or retrieve any stored communication without authorization.

Internet access may be provided by Resource Depot to assist its volunteers in completing volunteer engagements. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Resource Depot, and as such, is subject to disclosure to

law enforcement or other third parties. Consequently, you should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Resource Depot. As such, Resource Depot reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a volunteer did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet or shared with other parties.

WORKPLACE SAFETY

You are expected to obey safety rules and to exercise caution in all work activities at all Resource Depot locations. All volunteers must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act (OSHA) and state and local regulations.

Please immediately report any unsafe condition to the assigned Volunteer Supervisor or other designated staff. Volunteers who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including dismissal from volunteer service.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, please immediately notify the assigned Volunteer Supervisor.

VOLUNTEER CONDUCT AND WORK RULES

Resource Depot expects volunteers to follow rules of conduct that will protect the interests and safety of all employees, volunteers and clients. It is not possible to list all the forms of behavior that are considered unacceptable in volunteer engagement. The following are examples of infractions of rules of conduct that may result in dismissal from volunteer service:

- a) Supplying false or misleading information when applying for a volunteer position or during volunteer engagement
- b) Theft or inappropriate removal or possession of property
- c) Volunteering under the influence of alcohol or illegal drugs
- d) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs or abuse of prescription drugs during a volunteer engagement

- e) Fighting or threatening violence during a volunteer engagement
- f) Boisterous or disruptive activity during a volunteer engagement
- g) Negligence or improper conduct leading to damage of employer-owned or client-owned property
- h) Disrespectful conduct
- i) Engaging in unethical or illegal conduct
- j) Having an unreported or undisclosed conflict of interest
- k) Violation of safety or health rules
- l) Smoking in prohibited areas
- m) Sexual or other unlawful or unwelcome harassment
- n) Possession of dangerous or unauthorized materials, such as explosives or firearms, during a volunteer engagement
- o) Excessive absenteeism or tardiness or any absence without notice
- p) Unauthorized use of telephones, computers, fax machine, mail system, or other employer-owned or client-owned equipment
- q) Unauthorized disclosure of confidential information
- r) Conduct that reflects adversely upon the volunteer or Insert organization name here
- s) Making or publishing false or malicious statements concerning an employee, volunteer, client or Insert organization name here
- t) Violation of volunteer policies
- u) Unsatisfactory performance or conduct that does not meet the requirements of the volunteer position
- v) Other circumstances which warrant discipline

STANDARD OF APPEARANCE

At Resource Depot, we believe that the appearance of our staff and volunteers reflects on the organization as a whole. Depending on the activity to which you are assigned, different modes of dress may be appropriate. If unsure about the appropriate dress for a particular activity, it is best to ask your assigned Volunteer Supervisor prior to arrival.

SMOKING POLICY

No smoking is allowed anywhere on the premises of Resource Depot. No smoking shall be permitted during the sessions of any meeting, conference, seminar or assembly being held under the sponsorship of Resource Depot, regardless of location. Smoking is only permitted outside the building in designated smoking areas. Volunteers should adhere to the smoking policies of any agency at which they are conducting a volunteer engagement.

WORKPLACE VIOLENCE

Resource Depot is committed to providing a safe and healthy environment for all volunteers, employees and clients. To that end, it is the policy of Resource Depot that workplace violence, in any form is unacceptable. For the purposes of this policy, 'workplace' is defined as any location in which a volunteer engagement occurs. Any form of violence by a volunteer against another volunteer, employee, client, vendor or visitor, including but not limited to physical attack, intimidation, threats or property damage, will be cause for disciplinary action up to and including dismissal from volunteer service.

CONFIDENTIALITY

Resource Depot is committed to adhering to the highest standards of operation and governance. The Board of Resource Depot asks all volunteers to maintain strict confidentiality in order to assure that business is conducted with the primary and best interest of affiliated nonprofit organizations. Resource Depot asks all volunteers to maintain strict confidentiality with respect to our internal workings, and to limit communications regarding confidential matters with parties who are directly working with our agency. A "party" is defined as any staff member, board member/committee member, or volunteer working directly with our agency.

SOLICITATION

Resource Depot prohibits volunteers from engaging in, either directly or indirectly, competing with, or soliciting any customer, client, or account of Resource Depot on behalf of himself or on behalf of any other person, firm, or corporation, while engaged in volunteer service by Insert organization name here and within six (6) months following termination of volunteer engagement with Resource Depot, without express prior consent of Resource Depot's Executive Director.

Volunteers agree to not, either directly or indirectly, solicit, induce, recruit or encourage any of Resource Depot's employees to leave its employment, personally or for any other person or entity for a period of six (6) months immediately following termination of volunteer engagement with Resource Depot. Also, volunteers agree to not, either directly or indirectly, interfere with or solicit Resource Depot's contracts and relationships, or prospective contracts and relationships, including, Resource Depot's customer or client contracts and relationships

RESOURCE DEPOT'S RESPONSIBILITIES FOR OUR VOLUNTEERS

Volunteers are essential resources to the clients and staff of Resource Depot. You have the right to be given meaningful assignments, to receive effective training and support, and to be recognized for your efforts.

ACCESS TO RESOURCES/TRAININGS

As appropriate, you will have access to Resource Depot's property and materials necessary to fulfill your duties, and will receive training in the operation of any equipment.

LIABILITY INSURANCE

Liability insurance is provided for all volunteers engaged in Resource Depot business. Specific information regarding such liability insurance is available from Resource Depot staff. You are encouraged to consult with your insurance agent regarding the extension of your personal insurance to include community volunteer work.

OPEN DOOR POLICY

Resource Depot believes that open communication is essential to a successful professional environment and volunteer experience and all volunteers should feel free to raise issues of concern without fear of reprisal.

During your volunteer service, you may have suggestions or complaints about volunteer engagements, volunteer service, or Resource Depot. The most satisfactory solution to a volunteer-related problem or concern is usually reached through a prompt discussion with assigned Volunteer Supervisor. You should feel free to contact these individuals with any suggestions and/or complaints.

VOLUNTEER GRIEVANCES

If you do not feel comfortable contacting the assigned Volunteer Supervisor, or are not satisfied with the response, you may submit your complaints or suggestions in writing to the Executive Director of Resource Depot. The Executive Director will review the written submission and will schedule a meeting, as soon as is practical, to discuss the matter, and to provide a final resolution.

WHISTLEBLOWER POLICY

Resource Depot requires volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. If you suspect that any Board member, employee, or volunteer has engaged in any illegal or unethical conduct, you may report it and will be protected against any form of harassment, intimidation, discrimination, retaliation or any other adverse consequence for making such a report in good faith. A volunteer who retaliates against someone who has reported suspected illegal or unethical conduct in good faith is subject to discipline up to and including dismissal from volunteer service.

Illegal or unethical conduct includes but is not limited to:

1. Forgery or alteration of documents;
2. Unauthorized alteration or manipulation of computer files;
3. Fraudulent financial reporting;
4. Pursuit of a benefit or advantage in violation of the organization's conflict of interest policy;

5. Misappropriation or misuse of organization resources, such as funds, supplies, or other assets;
6. Authorizing or receiving compensation for goods not received or services not performed; and
7. Authorizing or receiving compensation for hours not worked.

Reports may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of suspected illegal or unethical conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The organization's open door policy suggests that volunteers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a volunteer's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with the aforementioned individual, or are not satisfied with the response, you are encouraged to speak with anyone in management whom they are comfortable in approaching. Supervisors and managers are required to report suspected illegal or unethical conduct to the organization's Executive Director who has specific and exclusive responsibility to investigate all reports.

The Executive Director will notify the sender and acknowledge receipt of the report within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Anyone filing a report must be acting in good faith and have reasonable grounds for believing the information disclosed indicates suspected illegal or unethical conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Anti-Retaliation Provision- No volunteer who, in good faith, reports a violation of this policy shall be subjected to retaliation. Any employee or volunteer who retaliates against a volunteer for reporting a violation or participating in an investigation will be subject to corrective action up to and including termination.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

In order to provide equal opportunities to all individuals, decisions regarding volunteer engagement at Resource Depot will be based on merit, qualifications, and abilities. Resource Depot does not discriminate in volunteer opportunities or practices on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and/or State law.

Resource Depot will not tolerate any discrimination, and any such conduct is prohibited. Resource Depot also prohibits any form of discipline or retaliation for reporting discriminatory incidents.

If you have a disability that may require special attention or services, reasonable accommodations may be requested by contacting the assigned Volunteer Supervisor.

SEXUAL AND UNLAWFUL HARASSMENT POLICY

Harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment. The procedure for reporting and dealing with this very sensitive issue is as follows:

a. If a person's behavior makes a volunteer uncomfortable, the volunteer should feel free to immediately advise the person that, in the volunteer's opinion, the behavior is inappropriate and that the volunteer would like it stopped.

b. If the volunteer is not comfortable discussing the issue with the person, or if the person fails to respect a volunteer's request, the volunteer should report the incident to the assigned Volunteer Supervisor. If, for whatever reason, the volunteer does not feel that the assigned Volunteer Supervisor is a suitable person to whom to report the incident, the volunteer should contact the Executive Director or, if appropriate, the Board Chair or a member of the Executive Committee.

In all instances, a prompt, thorough and, fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. No retaliation of any kind will occur because a volunteer has, in good faith, reported an incident of suspected harassment.

DISASTER PREPAREDNESS AND EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures, can disrupt scheduled operations. When operations are affected and a scheduled volunteer engagement cannot be completed as planned, Resource Depot will notify volunteers as soon as possible.

In the event of a weather emergency, it is Resource Depot's standard practice to follow what Palm Beach County School District determines for their operations in that instance. Should the schools be closed, we will be closed for shopping as well. In the event of any other emergency that causes Resource Depot to suspend operations, you will be notified by the number on your volunteer application.

Should you not be able to report to your scheduled volunteer time due to an emergency, please call the office during business hours.

VEHICLE REGULATIONS/PARKING

Please park in the overflow parking lot on the north side across the street when possible, or parallel park directly across from the main entrance. The lot in front of the donation drop-off is for loading and unloading of donations.

POSITION DESCRIPTIONS

Resource Depot offers a range of volunteer positions, from working in our office, to in our warehouse, with the public, or at home on your own time. Several of these are noted below, although depending on your interests, activities and abilities, your job description may vary from those shown here.

Please note that this is not an exhaustive list of our volunteer opportunities, but a description of those that are available on a long term, regular basis. Please ask about any special projects that we may have going on at the moment, as you (or someone you know) may enjoy these greatly! Special projects include creating project samples, creating themed event decorations, scrapbook archiving, promoting a Resource Depot activity to the public, to name a few.

LONG-TERM VOLUNTEER OPPORTUNITIES

The Welcome Committee: Shopping Assistant

Reports to: Director of Retail Operations & Communications

Job Importance & Responsibility: First impressions...you're the first person they meet! The check-in assistant helps give our shoppers a brief introduction to Resource Depot and the way shopping works. Welcomes guests and helps ensure a positive experience by alleviating lines should they occur, answering questions and assisting with the telephones as necessary.

Expectations & Qualifications: The shopping assistant should be friendly, personable, and enthusiastic and knowledgeable about Resource Depot and our mission. Some lifting when dealing with donations and ability to act as a cashier and have basic computer skills. Mobility in order to provide guest tours and assist with phones is at times necessary.

Hours: 2-4 hour segment during current shopping hours

Evaluation: Quarterly verbal assessment

Sorting /Marketplace Merchandiser

Report to: Director of Education & Artist Relations

Job Importance & Responsibility: Keep everything easy to find and looking great by straightening up and maintaining general shopping areas and restocking displays. The Sorting/Marketplace Merchandiser must be able to sort items based on type/theme. Also involves prepping (folding, gathering) materials to go out on the floor as well as placement of materials in a neat fashion in the right categories on the floor for shopping.

Expectations & Qualifications: Should become familiar with the way our items are sorted and be organized. This position requires one to be very detail oriented and have an interest in discovering unique objects. Some retail experience is always helpful. If you don't know, always ask instead of placing items in random spots.

Hours: Fridays (or days specified by Retail Staff)

Evaluation: Quarterly verbal assessment

TreasuRE Merchandiser

Report to: Director of Retail Operations & Communications

Job Importance & Responsibility: Being able to spot items that come in brand new or have some value. Organizing those items and placing within the TreasuRE, along with making signs and pricing individual items for sale.

Expectations & Qualifications: Should become familiar with the way our items are sorted, be organized. Some retail experience is always good. If you don't know, always ask instead of placing items in random spots. Straighten up TreasuRE areas and restock displays.

Hours: Fridays (or days specified by warehouse staff)

Evaluation: Quarterly verbal assessment

Event Liaison

Responsible to: Executive Director/Director of Education & Artist Relations

Job Importance & Responsibility: Do you like chatting it up with the public, enjoy arts and crafts, and are passionate about our mission? Helping out at events sounds like your kind of thing. You'll be staffing our booths at events at locations all around our community. You can also help with workshops and fundraisers at Resource Depot.

Expectations & Qualifications: We're looking for people who are friendly, personable, enthusiastic and knowledgeable about Resource Depot and our mission - and can keep it up for a few hours at an event. It's fun, but it's also work, getting set up, and breaking down afterwards. Some lifting and moving around may be required. Your own reliable transportation is also vital to the position.

Hours: Varies by event, often evenings and weekends.

Evaluation: Post-event follow up

Prep "Hero"

Responsible to: Executive Director/Director of Education & Artist Relations

Job Importance & Responsibility: Helping us prepare for events, workshops, or making kits. This means cutting, measuring, gathering, organizing, counting, even glues and stapling. We could be cutting out 100 butterflies or getting like colors of paper and fabric together for kits. If you are creative, patient, and don't mind repetitive tasks, this would be for you.

Hours: Mostly Fridays, yet can vary by event/task. Some work may be able to be done at home.

Evaluation: Post-event follow up

Creative Master

Responsible to: Director of Education & Artist Relations

Job Importance & Responsibility: Are you creative and love making things? Sometimes we need help making items for events, examples of projects in our warehouse, or just creating something strange to be on display, whatever it is we don't always have the time to do everything and we can use a helping hand.

Hours: Mostly Fridays, yet can vary. Some work may be able to be done at home.

Evaluation: Post-event follow up

SHORT-TERM VOLUNTEER OPPORTUNITIES

Office Expert - Help stock and organize our office aisle. Things you might be working with: folders, binders, paperclips, staples, envelopes, desk organizers, adding machines, power cords, and key boards.

Arts & Craft Extraordinaire - Help stock and organize our arts and craft section. Things you might be dealing with: paint, brushes, pens pencils, markers, stickers, beads, ribbon, yarn, Popsicle sticks, and odds and ends.

Fabulous Fabric - Help stock and organize our fabric aisle. We try and organize our fabric by color. Things you might be dealing with: cut offs from projects, end rolls of fabric, fabrics samples, and fabric sample books.

Happy Holidays - Help stock and organize our Holiday section. We try and organize by holiday. Things you might be dealing with: Holiday decorations, and party items.

Card Carrier - Help stock and organize greeting cards. We try and sort them by type of card, and used card can be taken apart and put in our collage section.

Framed Up - Help stock and organize our Frames and Matt-board Section. We try to roughly organize by size. Things you might encounter: picture frames with and without glass, frames with pictures in them, Matt-board, Foam Core, canvases.

Toy Talisman - Help stock and organize our Toy/Game section. We try and group like object together. Things you might encounter: puzzles, board games, card games, outdoor games, kids toys and trinkets. If toys break they can be disassembled and added to our broken bits section for reuse in art.

Houseware Hero - Help stock and organize our Houseware section. We try to group like items. Things you might encounter: Cups, plates, mugs, strainers, trinkets, kitchen things, vases, candle holders, and home décor.

Mega Magazines - Help stock and organize our Magazine section. We try and organize by the type of magazine.

Plastic Purveyor - Help organize bottle caps by color and stock them. Help take apart broken items and organize them by color into broken bits drawers. Help stock and organize our Recyclable section. Things you might encounter: egg crates, water jugs, water bottles, foam trays, plastic cutlery, produce netting, Jars, Styrofoam coolers, bottles, and lids.

Talented Tidier - Help with general housekeeping like sweep, vacuum, mop, dust. Also help stock and organize bags & boxes that are used by our shoppers for taking home their goods.

APPENDICES

1. Volunteer Receipt of Policies Form
2. Drug Free Workplace Statement
3. Photo Release Form

RESOURCE DEPOT

VOLUNTEER RECEIPT OF POLICIES FORM

I acknowledge that I have received and reviewed a copy of the Resource Depot Volunteer Handbook, which includes the policies and procedures for this nonprofit organization. I understand that these policies provide only a general reference and that Resource Depot reserves the right to update, change or delete any portion of this Volunteer Handbook at its sole discretion without prior notice.

I understand that my volunteer service with Resource Depot is at-will and that the Volunteer Handbook is not intended to be, nor constitutes, a contract or guarantee of continued volunteer engagement.

I understand that I am subject to complying with all of the policies and procedures outlined in this document. I further acknowledge that I have been given the opportunity to ask any questions I may have about the application of these policies to my engagement as a volunteer of Resource Depot and will return my copy of the Volunteer Handbook to Resource Depot upon termination of my volunteer engagement.

Print Name:-----

Signature:-----

Date:-----

Parent or Guardian if volunteer is under the age of 18. By signing this you give consent for your child to volunteer with Resource Depot:

Parent/Guardian Name:-----

Date: -----

Parent /Guardian Phone Number:-----

RESOURCE DEPOT
DRUG FREE WORKPLACE STATEMENT

I acknowledge that I have received a copy of the Volunteer Handbook for Resource Depot which includes the organization's policies regarding the unlawful manufacture, distribution, possession, and/or use of unlawful drugs or alcohol in the workplace, or while conducting work related to my responsibilities as a volunteer of Resource Depot.

I fully understand that any volunteer of Resource Depot who possesses, distributes, manufactures or is found to be under the influence of unlawful drugs or alcohol while on the premises, or at any point in time when representing Resource Depot in the community, will be subject to disciplinary action as appropriate within current policies, up to and including dismissal.

I fully understand that any volunteer who reports to a volunteer engagement under the influence of unlawful drugs or alcohol will not be permitted to enter the premises.

Print Name:-----

Signature:-----

Date:-----

If Volunteer is under the age of 18, please have a Parent/Guardian sign below

Parent/Guardian Signature ----- Date:-----

Parent/Guardian Printed Name -----

RESOURCE DEPOT

PHOTO RELEASE FORM
Permission to Use Photograph

I grant to Resource Depot the right to take photographs of me and my family in connection with volunteering. I authorize Resource Depot its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Resource Depot may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. I have read and understand the above:

Volunteer Signature _____ Date:_____

Volunteer Printed name _____

If Volunteer is under the age of 18, please have a Parent/Guardian sign below

Parent/Guardian Signature _____ Date:_____

Parent/Guardian Printed Name _____