



LEGACIES VOLUNTEER JOB DESCRIPTIONS

All Legacies volunteer opportunities have one shared requirement: ability to work as a team member.

Sales Floor Associate. If you love our mission, love our merchandise and interacting with the public, you'll enjoy working on the sales floor.

Duties: Sales floor associates greet customers and assist with selling Legacies merchandise. Responsibilities include working a 3 ½ hour schedule during the day or a 2 hour shift in the evenings on a regular basis; becoming familiar with Legacies merchandise, Legacies policies and procedures regarding consignment, donation, and sales. This assignment involves walking and standing. Reports to: Sales Team Leader. Immediate openings: evenings, weekends, Fridays.

Cashier. Be where the action is! Duties: executing sales transactions using Legacies point of sale software system. Responsibilities: learning software and maintain knowledge of different transactions and modes of payment; working a 3 ½ hour schedule during the day or 2 hours in the evening. Must be able to work in a busy environment. Reports to: Sales Team Leader. Current openings: Tuesday afternoons, Fridays, weekends.

Ticket typer. Do you enjoy keyboarding? Create sales tags by entering information from pricing sheets into Legacies software system. Skills: accurate keyboarding skills, attention to detail. Must be available to work on Tuesday or Thursday for a two to three hour shift. Reports to: Volunteer Coordinator.

Merchandise tagger. Attach sales tags to merchandise. Responsibilities: reviews pricing sheets and tags, attaches sales tags to merchandise. This task can be done sitting down, good for those with mobility issues. Requires attention to detail. Must be available to work Wednesday mornings or Thursday afternoons for at least two hours. Reports to: Volunteer Coordinator.

Pricer. Be part of a hard-working team that sets appropriate prices for Legacies merchandise. Responsibilities: setting prices on accessories and art. Must be available to work Tuesday or Thursday mornings for at least a two-hour shift. Computer skills helpful; familiarity with web sites such as ebay, askart, and replacements.com helpful. Reports to: Merchandising team captain.

Researcher. Help the pricing team learn more about merchandise. Responsibilities: researching specific merchandise for product and pricing information. Knowledge of antiques, art, and collectibles helpful; familiarity with research web sites. Flexible schedule, although working with the Project Team on their scheduled dates is desirable. Reports to: Volunteer Coordinator

Decorator/Merchandiser. Our decorators are experts at creating beautiful organization out of chaos. Responsibilities: work with decorating team to create vignettes using furniture, accessories, and art. Clearing merchandise, assisting with removing expired items, and other assignments as needed. Must be able to work Mondays for at least a two-hour shift or weekday afternoons, as needed. Reports to: General Manager or Merchandising Coordinator. Current openings: Mondays.

Receptionist/office assistant. Like office work? We can use you! Responsibilities: answering the phone, directing calls, answering inquiries. Performing office tasks as directed. Must be available to work a 3 ½ hour shift weekdays. Reports to: General Manager.

Jewelry Counter. Like the glittery stuff? Assist with jewelry sales, removing merchandise from locked cases and bringing purchases to the sales counter. Regular sales floor shift; can rotate with sales floor associate and wrapper. Reports to: Sales Team Leader.

Wrapper. Wrap and package purchases. Only one wrapper behind the sales desk at a time. Can rotate with jewelry and floor sales. Reports to: Sales Team Leader. Openings on all shifts.

Floater/Sub. Perfect for those with flexible schedules and who are adaptable to working in one or more areas. We can use last-minute subs on the sales floor, tagging items on Wednesdays and Thursdays, and typing sales tags.