



Join our Volunteer Team at Legacies
Working together so no one faces cancer alone

Legacies is an upscale resale shop that benefits Cancer Support Community, an organization providing free support services and resources to cancer patients and their families throughout Greater Cincinnati and Northern Kentucky.

Brief descriptions of our volunteer opportunities including the duties and responsibilities follow. All volunteer positions at Legacies have one shared requirement – the ability to work as a team member.

If you have questions, please contact the Volunteer Coordinator at 513-871-8899 or by email at volunteer@shoplegacies.com.

Volunteer Opportunities on Sales Floor

Volunteers report to Sales Team Management and Staff Sales Lead

Regularly scheduled shifts:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 12 – 5 pm | | 10 am – 1:30 pm | 10 am – 1:30 pm | 10 am – 1:30 pm | 10 am – 1:30 pm | 10 am – 1:30 pm |
| | | 1:30 – 5pm | 1:30 – 5pm | 1:30 – 5pm | 1:30 – 5pm | 1:30 – 5pm |
| | | 5 – 7 pm | 5 – 7 pm | 5 – 7 pm | 5 – 7 pm | |

Cashiers complete sales transactions using Legacies inventory/point of sale software system. Cashiers would complete training regarding the different transactions and modes of payment and would be expected to maintain that knowledge through refresher courses. Cashiers work in a busy environment and must be able to multi-task and react to challenges posed by customers.

Sales Team volunteers sell Legacies merchandise and act as the face of our organization. Additionally, Sales Team volunteers greet customers, are familiar with the inventory, interact with customers and share any information related to inventory that would help with the sale, and wrap purchases. Sales Team volunteers direct potential consignors to staff as appropriate or to applicable written consignment or donation policies and procedures.

Volunteer Opportunities with Merchandising
Volunteers report to Merchandising Coordinator

Regularly scheduled shifts:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-----------------|---------|-----------|----------|--------|----------|
| | 9 am – 12 pm | | | | | |

Merchandisers create product vignettes including furniture, home accessories, textiles and art. As part of the Monday reset (store is closed to the public), merchandisers clear sold merchandise, identify expired goods for price reductions and stage new product in a manner to best display items.

Volunteer Opportunities in Product Coordination Areas
Volunteers report to each Product Coordinator

Regularly scheduled shifts:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|------------------|------------------|------------------|------------------|------------------|
| | | 10 am – 12 pm | 10 am – 12 pm | 10 am – 12 pm | 10 am – 12 pm | 10 am – 12 pm |
| | | 12 – 2 pm | 12 – 2 pm | 12 – 2 pm | 12 – 2 pm | 12 – 2 pm |
| | | 2 – 4 pm | 2 – 4 pm | 2 – 4 pm | 2 – 4 pm | |

Inventory Management (all products) volunteers assist Product Coordinators by pulling expired inventory from sales floor, researching consignor accounts for limitations on price reductions, changing item to “donation” when able, reattaching updated sales tag, and by calling consignors when items need to be reclaimed.

Jewelry Merchandisers create displays in cases to best display jewelry pieces.

Merchandise Cleaners improve the presentation of inventory by cleaning and polishing jewelry, silver or crystal as required.

Merchandise Taggers attach sales tags to merchandise. The description on the tag must match the description on the consignor/donor itemized listing and the item itself. Attention to detail required.

Pricers/Researchers determine the price of each item based on research and personal knowledge. Internet research skills required. Knowledge of antiques, art and collectibles helpful.

Ticket Typers create sales tags by entering information from pricing sheets into Legacies inventory/point of sale software system. Accurate word processing skills and great attention to detail required.

Volunteer Opportunities in Office Administration

Volunteers report to Interim Business Manager

Regularly scheduled shifts:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------------|---------------|---------------|---------------|---------------|
| | | 10 am – 12 pm | 10 am – 12 pm | 10 am – 12 pm | 10 am – 12 pm | 10 am – 12 pm |
| | | 12 – 2 pm | 12 – 2 pm | 12 – 2 pm | 12 – 2 pm | 12 – 2 pm |
| | | 2 - 4 pm | 2 - 4 pm | 2 - 4 pm | 2 - 4 pm | |

Office Assistants support the administrative functions of the Interim Business Manager, the Volunteer Coordinator, the Volunteer Advisory Committee and other areas as requested. Skills required include knowledgeable operation of a multi-line phone system, word processing, spreadsheet creation and filing.

Other Volunteer Opportunities

Floater/Substitute Volunteers can be needed in all areas. The flexible scheduling may be more appealing than a set, regularly scheduled shift.