

# VOLUNTEER ROLE DESCRIPTIONS

## **R:evolve Retail Assistant**

**Description:** Do you love clothing, fashion, or a good bargain? Or perhaps you want to meet people in your local community and help provide a service that benefits them? Come volunteer in our unique high street R:evolve retail shops as a R:evolve Retail Assistant!

Our R:evolve shops in Hamilton and Rutherglen allow customers to swap their unwanted clothing for free using our points-based system or grab a second-hand bargain from our for sale sections. The shops are also home to Wee Jinty's Haberdashery which stocks pre-loved and repurposed haberdashery, second hand equipment and handmade gifts.

R:evolve thrift + gift in Cambuslang is our social enterprise that aims to generate income for the rest of the project; stocking new, second hand, and vintage clothing and accessories, as well as reworked garments and textile crafts.

As part of a team of volunteers at your chosen location, you will provide customer service and engagement, general upkeep of the shops, and carry out duties requested by the Shops Supervisor. Don't worry if you are unsure about how the shops operate, full training will be provided for all volunteering opportunities.

### **As a volunteer R:evolve Retail Assistant you will:**

- Welcome and assist customers.
- Weigh / check donations.
- Calculate points for swapping transactions.
- Handle cash for sales transactions.
- Sort, steam, and prepare donations for display.
- Price items for sale.
- Help keep the shop clean and tidy.
- Display clothing, accessories, and materials to make the shop attractive.
- Follow shop and organisation procedures and policies.
- Promote the goals of the R:evolve project to customers.
- Attend occasional training refreshers and review catch-up meetings as required.

### **Skills and qualities desired:**

- Friendly and enthusiastic.
- Reliable and willing to commit to pre-agreed shifts.
- Happy to work and support others in a volunteer team.
- Interest in your local community.
- Interest in the R:evolve principles of swapping, sharing, reusing, mending, and upcycling or keen to learn more about these.
- Interest in climate change and environmentally friendly behaviours or keen to learn more about these.

**Responsible to:** Shops Supervisor

**Time Commitment:** Minimum 2 shifts / Month

Shift commitments are flexible and will be decided according to each volunteer's availability and the needs of R:evolve at the time of applying. Generally, R:evolve Retail Assistant volunteers do a three hour shift in the morning or afternoon, or an all day shift if preferred. We will discuss your availability and agree a manageable time commitment with you.

**Locations:**

R:evolve, Hamilton – 91 Quarry Street, Hamilton, ML3 7AG

R:evolve, Rutherglen – 71 Main Street, Rutherglen, G73 2JQ

R:evolve thrift + gift, Cambuslang – 56 Hamilton Road, Cambuslang , G72 7LD

## **R:evolve Sorting Space Team**

**Description:** Prefer to work backstage? Our Sorting Space Team are the foundation and the 'roots' of our organisation. Our team of volunteers work behind the scenes at our Roots Sorting Space in Cambuslang to ensure our shops, haberdasheries, and clothing banks are well stocked and our donations are sorted, processed and stored as required.

Being part of the Sorting Space Team at Roots is a great opportunity for those who want to be involved in the community or do something with their spare time but are not sure about the customer-facing retail environment of the shops.

Roots Sorting Space volunteers often get 'hands-on' and assist our staff team in prepping clothing for events, displays, sales, fashion shows and more. At R:evolve, there is always something to be sorted, sold, swapped, or mended, and our Sorting Space Team are key to making sure all clothing and textile goes to the right place within the organization.

### **As a volunteer R:evolve Sorting Space Team member you will:**

- Sort, steam, and prepare donations.
- Identify items to be sold in our online shop, or sold at thrift + gift, or upcycled and repaired at our community workshops.
- Prep clothing for events, displays, and photographing.
- Sort, price, and package items to be sold in thrift + gift or at Wee Jinty's Haberdashery
- Carry out basic textile repair e.g., zip replacement, seam mending. Only assigned to volunteers who feel comfortable doing so.
- Follow organisation procedures and policies.
- Attend occasional training refreshers and review meetings as required.

### **Skills and qualities desired:**

- Friendly and enthusiastic.
- Reliable and willing to commit to pre-agreed shifts.
- Happy to work individually or with staff and other volunteers.
- Confident in making decisions or able to ask others for help if needed.
- Interest in clothing, fashion, retail or similar.
- Interest in the R:evolve principles of swapping, sharing, reusing, mending, and upcycling or keen to learn more about these.
- Interest in climate change and environmentally friendly behaviours or keen to learn more about these.

**Responsible to:** Processing Coordinator

**Time Commitment:** Minimum 2 shifts / month

Shift commitments are flexible and will be decided according to each volunteer's availability and the needs of R:evolve at the time of applying. Length of shifts vary at the Roots Sorting Space depending on the activity, volume of stock, and volunteer availability.

We will discuss your availability and agree a manageable time commitment with you.

### **Location:**

R:evolve Roots Sorting Space, Cambuslang – 56 Hamilton Road, Cambuslang , G72 7LD