



Personal Shopper in Harriet's Closet

Volunteer Position Description

Position & Responsibilities

Role Summary

Harriet's Closet is an invaluable Tubman resource: a curated selection of clothing for teens and adults of all genders, it offers a personal shopping experience for community members and Tubman clients at no cost to them. Personal Shoppers sort and organize donations and work one-on-one with individuals who come into the Closet as they shop for and select casual and business-professional attire.

Impact & Benefits

- Make a difference in someone's life by offering clients a fun, high quality shopping experience while providing them with needed clothes and accessories
- Gain experience providing direct service and support to individuals seeking assistance

Position Responsibilities

- Follow agency guidelines as you interact with and guide clients in selecting clothing and accessories for job interviews, court appearances, and everyday life
- Offer clients community resources and referrals as needed
- Sort and organize donated clothing
- Communicate and collaborate within your team to provide coordinated services to clients

Qualifications & Expectations

Position Qualifications

- Enjoy working one-on-one with individuals, willingness to assist clients with clothing selection with patience, kindness, and respect
- Excellent communication, organizational, and people skills
- Ability to listen actively and respond appropriately to clients
- Ability to maintain confidentiality
- Ability to work with diverse teams and clients to foster a culturally inclusive environment

Time Commitment & Availability

- Commit to one two to four hour shift per week for a minimum of six months preferred
- Attend quarterly Harriet's Closet volunteer team meetings and check-ins with supervisor

Supervision & Training

- Attend Tubman's Volunteer/Intern Orientation and Training series
- Supervised by the Community Outreach Coordinator

Organization

Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. www.tubman.org

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.