

**Boutique Volunteer Suitor Position Description**

**General Position Description:**

Suitors are responsible for suiting each client that has been scheduled in the boutique. The Suitor will provide the client with a unique experience getting them ready for the workforce in professional attire and knowing what inventory is within the boutique.

**Position duties and responsibilities:**

**.** Open and close the boutique

**.** Accept clothing donations

**.** Check the daily calendar for clients to be suited and pull their referral form.

**.** Check the form for any missing information and have them sign the Liability Release Form informing them of the purpose

**.** Take a before picture of the client with the clothes they walk into the boutique wearing and then take an after picture of the client with the clothes she was suited with

**.** Ask the client to write in our client journal about her experience and aspirations not forgetting to date the journal entry as well as have them sign their name

**.** Staying organized with clothing and retrieving and returning hangers

**.** Sorting clothing from donations into categories Boutique, Tag Sale or Donations

**.** Each Suitor is expected to maintain cleanliness though out the boutique

**.** Answer all calls when there is not a client present

**.** Check fax machine for client referrals; call and schedule the client

**Education and Experience:**

. Possess a high school diploma

. Have worked in retail and has an interest in fashion

**Time Commitments:**

Boutique is open Monday – Friday from 10 am – 2pm each week at 45 Lyman Street, Springfield MA 01103. Provide the Volunteer Engagement Manager with the dates and time you will commit yourself to be scheduled.