



## **Volunteer Opportunities**

Village Treasure House is a not-for-profit donation/consignment shop of quality furnishings and home accessories. Our mission is to support local agencies serving women and families in crisis. Village Treasure House is staffed primarily by volunteers who generously donate time and skills to help operate the shop. By staffing our operation with volunteers, Village Treasure House is able to maximize the grants we give to the agencies we support. Volunteering at Village Treasure House is a very satisfying experience. You will:

- Meet new people and make new friends
- Contribute valuable skills and foster new skills
- Enjoy the camaraderie of a group dedicated to helping others
- Experience personal growth
- Experience the satisfaction of helping women and families in crisis

Because we rely heavily on volunteers to operate the shop, we would ask that you are able to do the following:

- Commit to a 3.75 hour shift (9:45am – 1:30pm or 1:15pm-5pm)
- Greet customers and explain our mission
- Take direction from the manager
- Answer customer's questions and assist them as needed on the floor
- Answer the phone and assist callers with questions or directions
- Bring a high energy level. This is a retail position; you will be on your feet!
- Communicate proficiently via e-mail
- Perform light housekeeping (vacuuming, dusting, emptying trash)
- Strong customer service skills, computer tech knowledge and retail experience are always a plus.

The commitment of our volunteers is a huge part of our success. We look forward to working with you at Village Treasure House.



# VILLAGE TREASURE HOUSE

## VOLUNTEER APPLICATION

We appreciate your interest in volunteering at Village Treasure House. Thank you for taking the time to complete this information sheet.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>Street Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Home Phone</b>	<b>Cell Phone</b>	
<b>E-Mail Address</b>		
<b>Do you check e-mail daily?</b>	<b>Yes</b> _____	<b>No</b> _____
<b>Emergency Contact Name</b>	<b>Phone Number</b>	
<b>How did you hear about volunteering at Village Treasure House?</b>  <input type="checkbox"/> I am a VTH Customer/Consignor <input type="checkbox"/> Current VTH Volunteer/Employee - Referred by: _____ <input type="checkbox"/> VTH Website <input type="checkbox"/> VTH Advertisement <input type="checkbox"/> Other (Please explain)		
<b>Availability</b>  Village Treasure House shop hours are 10am - 5pm Tuesday through Saturday. Morning floor volunteer shift is 9:45am - 1:30pm. Afternoon floor volunteer shift is 1:15pm - 5:00pm. Pricing, furniture arranging and merchandising takes place on Monday when the shop is closed and other days/times as needed. Please let us know when you would be available to volunteer in the space below:		

1460 Paddock Drive, Northbrook, Illinois 60062  
847-832-1030  
www.villagetreasurehouse.org

**Areas of Volunteer Interest (check all that apply):**

- Volunteer on sales floor
- Sales / Cash Register
- Pricing / Consignment
- Merchandising
- Office / Computer
- Furniture Pricing/Arranging
- Marketing
- Light building maintenance
- Computer/Technical support

**Please use the space below to list any special skills, talents or professional work experience that would be an asset to Village Treasure House:**

**Please tell us about your previous volunteer experiences:**

**Briefly state why you would like to volunteer at Village Treasure House:**

**Volunteer Application Statement**

I understand that initial orientation and training is required for all volunteers and I will attend ongoing training sessions to keep current with shop procedures. As a volunteer, I agree to abide by the requirements of the programs, policies and procedures of Village Treasure House and will commit to volunteer on a regular basis.

I also understand that this is not an application for employment, but is for an unpaid volunteer position. I give permission for Village Treasure House to initiate a background check on me for the purpose of this volunteer position or for any other permissible purpose.

**Signature**

**Date:**