**Title**: Families First For MS clothing closet volunteer

**Location**: Families First Resource Center

**Purpose of the Position**: This position will help to extend the resources of the Families First Resource Center to better assist and direct the needs of our clients in the center, specifically, in the career clothing closet.

**Responsibilities and Duties**:

* Separate clothing seasonally
* Determine appropriate clothing for the clients of the clothing closet and determine which clothes should be donated elsewhere.
* Become knowledgeable on the career clothing closet and the relationship between it and the career development goals of Families First.
* Market the clothing closet to the community.
* Process the donations that are received for the career clothing closet.
* Create and mail out tax receipts when appropriate.

**Qualifications**:

* Must present a professional appearance and a friendly manner
* Must be dependable and punctual
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of Families First For MS volunteers, partners, and staff

**Commitment Expected**:

* Dependent upon the needs of the center.

**Training**:

* Training to be conducted according to the needs of center staff and qualifications of volunteer.

**Who**: Nancy McRight 601.667.4427

**Background Check Required**?: Yes

**Age Requirement**: At least 18 years of age

**Dress Code**: Office attire