



VOLUNTEER SERVICES

Clothing Closet Tasks

On-site volunteer position at the MCI office
333 First Street, Suite D
Menasha, WI 54952

Email Maria Mason for more information or to sign up: maria.mason@ourmci.org

Intake and Sorting Tasks:

- Receive and sort donated clothing: Assess clothing for condition, suitability for distribution, and categorize by type (men's, women's, children's, etc.).
- Identify and remove damaged or soiled items: Maintain quality standards for clothing offered to clients.

Label and organize clothing: Use a consistent system for easy identification and retrieval by size, type, and season.
- Laundry and mending: Wash and repair gently used clothing (if needed).
- Maintain inventory lists: Track incoming and outgoing clothing to ensure adequate stock.

Client Services Tasks:

- Multilingual Communication: Assist with communication in various languages to facilitate information exchange with diverse community members.
- Greet and welcome clients: Create a welcoming environment and offer assistance.
- Help clients navigate the clothing closet: Guide them to find suitable clothing based on their needs and preferences.
- Ensure a comfortable and supportive experience for clients. Treat all clients with dignity and respect, regardless of their background or circumstances. Allow them to choose clothing independently while offering gentle guidance if needed.
- Maintain confidentiality and respect client privacy: Handle client interactions with sensitivity and discretion.

Maintenance and Upkeep:

- Keep the clothing closet clean and organized: Fold and neatly arrange clothing on shelves and racks.

- Dust and sanitize surfaces regularly: Maintain a hygienic environment.
- Dispose of unusable clothing and textiles

Additional Tasks:

- Participate in fundraising and outreach events: Represent the clothing closet and community organization at events.
- Assist with administrative tasks: Organize paperwork, data entry, and filing.
- Provide feedback and suggestions for improvement: Share ideas to enhance the clothing closet's services and operations.
- Attend volunteer training sessions: Learn about the organization's mission, client needs, and best practices for clothing closet operations.
- Assist with social media tasks: stage pictures, take noteworthy quotes, and submit content suggestions.
- Translation and interpretation: Assist clients who speak limited English.

Important Notes:

- Cultural Sensitivity: Remain mindful of and respect diverse cultural preferences and practices related to food and gardening.
- Communication and Teamwork: Collaborate effectively with other volunteers and community members.
- Flexibility and Adaptability: Be prepared to adjust tasks and responsibilities based on project needs and unforeseen circumstances.
- Passion and Enthusiasm: Share your passion for gardening and healthy eating, inspiring others to get involved and benefit from the project.
- Attend volunteer training sessions: Learn about the organization's mission, client needs, and best practices for community garden operations.