

VOLUNTEER INFORMATION

Calvary Road Baptist Church Children's Consignment Sale

The success of our sales has largely been due to the tireless efforts of our volunteers. Your help is invaluable. Without you, there would be no sale. We thank you in advance for your time. Unfortunately, **we are not able to provide childcare**. Therefore we ask that you arrange your own childcare.

VOLUNTEER INCENTIVE: In recognition of your time and effort, when you volunteer for one or more shifts, you qualify to shop in advance of consignors (those who do not volunteer) and the general public.

Volunteers working two or more shifts may start to shop at 4:00pm, and those working one shift may start to shop at 5:00pm on the Friday evening before the sale. This means that those who volunteer will have first choice on all the great deals. The Pre-Sale is our way of thanking you for your support. ***Please note that if your volunteer slot is during the same time as your pre-sale shopping time slot, you will not be able shop. We need volunteers to work the shifts for which they have signed up.***

Please, no shopping during your volunteer shift times.

If you are a teen volunteer and in need Community Service hours for school, serving as a volunteer for the Consignment Sale counts. The Consignment Sale leader will gladly sign off on your hours served.

VOLUNTEER "SIGN-UP": To volunteer for any of the above positions please use one of the following methods:

- **Register online** by clicking here [Online Registration](#), then fill out the required information and list the shift(s) of interest.
- **Call** (703) 922-6700 and ask for the Children's Consignment Sale line (extension 263), (703) 403-9343

Please be sure to include your email address as part of your registration.

You may expect notification within 72 hours of your voice message or use of the online registration. **We need your help so please "register" quickly to ensure you get the shift(s) of your choice.**

VOLUNTEER JOB DESCRIPTIONS

Calvary Road Baptist Church Children's Consignment Sale

Bagger

At check-out station, removes item tags and places merchandise in bags.

Beast of Burden (BOB)

During sale hours, assists both shoppers and volunteers with moving larger items from sales floor. Requires lifting and carrying heavy items.

Carry In Volunteer

During drop-off times, assist consignors with bringing in their items. Requires lifting and carrying heavy items.

Cashier (CRBC Church members only)

At check-out station, adds up item tags and takes customer's payment.

Clean-Up Volunteer

After sale, helps to break down tables, return furniture to original locations, removes trash to outside receptacle.

Flyer Distributor

Distributes and posts Consignment Sale flyers and signs in the weeks before the sale.

Greeter

Greet customers, hand out shopping bags, and answer questions during sale hours.

Large Toy/Item Monitor

During sales hours, uses tagging system to identify large items outside "as sold" for customers. Will be provided written instructions on tagging system. Requires lifting/carrying large items to LARGE ITEM HOLD area.

Quality Control Volunteer

Inspect incoming merchandise for compliance with SELLER'S INSTRUCTIONS (i.e., look for correct tagging, safety pins, stained or torn clothing, etc.) Must be familiar with current SELLER'S INSTRUCTIONS version.

Returns Sorter

After sale, helps to sort items to be returned to consignor from items that are being donated to Alexandria Pregnancy Help Center and/or other local charities.

Sales Floor Prep

Prior to consignor drop off, prepares sales floor to receive items by setting up tables, clothing racks, etc. and places signage on tables, walls, racks, and doors.

Sales Floor Volunteer

During sale hours, monitors, organizes and maintains a neat and orderly sales floor. Answers customer questions and helps shoppers locate items of interest. Requires lifting - carrying toys, equipment, etc. to indoor holding area.

Set-Up Sorter

Guide consignors in placing items in the correct locations on the sales floor. Some lifting may be involved. Based on need, you may be asked to organize a certain part of the room (baby items, toys, shoes, etc.). Please note that shopping is not permitted during your shift.

Tag Counter (CRBC Church members only)

Verifies that each consignor's bag contains correct tickets. Tallies all tags within an individual consignor tag bag.

Tag Sorter

Sorts item tags by color, consignor number, etc. after purchase and places tags in the correct consignor tag bag.

VOLUNTEER OPPORTUNITIES

Calvary Road Baptist Church Children's Consignment Sale

<u>Date & Time</u>	<u>Volunteer Position</u>	<u>Status</u>
Prior to Sale	Flyer Distributor	FULFILLED
Thursday, September 22, 2011		
4:00pm – 7:00pm	Sales Floor Prep Volunteer	
6:00pm – 9:00pm	Carry In Volunteer	FULFILLED
6:00pm – 9:00pm	Set Up Sorter	FULFILLED
Friday, September 23, 2011		
8:00am – 11:00am	Quality Control Volunteer	FULFILLED
10:00am – 1:00pm	Quality Control Volunteer	FULFILLED
9:00am – 12:00pm	Carry In Volunteer	
8:00am – 10:00am	Set Up Sorter	FULFILLED
10:00am – 12:00pm	Set Up Sorter	FULFILLED
12:00pm – 2:00pm	Set Up Sorter	FULFILLED
4:30pm – 7:30pm	Cashier (CRBC Members)	
5:30pm – 8:30pm	Cashier (CRBC Members)	
4:30pm – 6:30pm	Bagger	
6:30pm – 8:30pm	Bagger	
4:00pm – 6:00pm	Greeter	FULFILLED
6:00pm – 8:00pm	Greeter	FULFILLED
3:45pm – 8:00pm	Large Toy/Item Monitor	
5:45pm – 8:45pm	Large Toy/Item Monitor	
4:00pm – 6:00pm	Sales Floor Volunteer	
6:00pm – 8:00pm	Sales Floor Volunteer	
6:30pm – 8:30pm	Sales Floor Volunteer	FULFILLED
5:00pm – 7:00pm	Tag Sorter	
6:00pm – 8:00pm	Tag Sorter	FULFILLED
7:00pm – 9:00pm	Tag Sorter	FULFILLED
7:00pm – 9:00pm	Tag Counter (CRBC Members)	FULFILLED
4:00pm – 7:00pm	Beast of Burden (BOB)	
5:30pm – 8:30pm	Beast of Burden (BOB)	
Saturday, September 24, 2011		
7:30am – 10:30am	Greeter	FULFILLED
10:30am – 1:30pm	Greeter	FULFILLED
7:30am – 10:30am	Cashier (CRBC Members)	FULFILLED
8:00am – 12:00pm	Cashier (CRBC Members)	
11:00am – 2:00pm	Cashier (CRBC Members)	
7:30am – 9:30am	Bagger	FULFILLED

8:00am—10:00am	Bagger	FULFILLED
10:00am – 12:00pm	Bagger	
12:00pm – 2:00pm	Bagger	
7:15am – 9:30am	Sales Floor Volunteer	
9:30am – 11:30am	Sales Floor Volunteer	
11:30am – 1:30pm	Sales Floor Volunteer	
7:15am – 10:15am	Large Toy/Item Monitor	
10:00am – 1:00pm	Large Toy/Item Monitor	
8:00am—10:00am	Tag-Sorter	FULFILLED
10:00am—12:00pm	Tag-Sorter	FULFILLED
12:00pm—2:00pm	Tag-Sorter	FULFILLED
1:00pm—3:00pm	Tag-Sorter	FULFILLED
9:00am—12:00pm	Tag Counter (CRBC Members)	FULFILLED
10:00am—1:00pm	Tag Counter (CRBC Members)	FULFILLED
1:00pm—4:00pm	Tag Counter (CRBC Members)	FULFILLED
1:30pm—4:30pm	Tag Counter (CRBC Members)	FULFILLED
1:30pm – 4:30pm	Returns Sorter	
2:00pm – 5:00pm	Clean-Up Volunteer	
7:30am – 9:30am	Beast of Burden (BOB)	
9:30am – 11:30am	Beast of Burden (BOB)	
11 :30am – 1:30pm	Beast of Burden (BOB)	
2:00pm – 4:30pm	Tear Down	