



VOLUNTEER JOB DESCRIPTIONS

Comprehensive training is provided for all Women's Resource Center of Northern Michigan (WRCNM) volunteer positions. Volunteers must be 18 or older, should be open minded to differing personal values and possess sensitivity to the dynamics of domestic abuse, sexual assault, stalking, human trafficking, and violence against women. Workdays and times are flexible for all positions. Volunteer duties and responsibilities include:

Sales Clerk – Gold Mine Resale Shops

Volunteers assist in staffing the Gold Mine Resale Shops Monday through Saturday during business hours (9:30am – 5:30pm).

- Assist with retail sales work and upkeep of the store. Interact with and assist customers.
- Be mindful of safety and security issues at all times.
- Facilitate compliance with all guidelines.
- Notify staff verbally and in writing of any health/safety concerns.
- Adhere to all policies and procedures as set forth by the Gold Mine and the WRCNM.
- Complete volunteer forms at the end of each shift.
- Be able to lift up to 40 pounds.

Maintenance/Repair Services – Safe Home and Gold Mine Resale Shops

- Assist with maintenance/repair projects.
- Be mindful of safety and security issues at all times.
- Notify staff verbally and in writing of any health/safety concerns.
- Adhere to all policies and procedures as set forth by the DA/SA Program, the Gold Mine Resale Shops and the WRCNM.
- Complete volunteer forms at the end of each shift.
- Be able to lift up to 40 pounds and climb stairs.

Advocate – Safe Home

The volunteer program is temporarily paused in this area. Please check with us again!

Children's Program Assistant – Safe Home

The volunteer program is temporarily paused in this area. Please check with us again!

Specialty Positions – Safe Home

The volunteer program is temporarily paused in this area. Please check with us again!