

# Volunteer Opportunities

## Clothing

### Shopping & Retail Assistants:

Help create an inviting atmosphere and provide excellent customer service to our clients and/or shoppers. Assist in inventory management. Flexible hours and training provided.

Client site: The Career Wardrobe, 21 South 12th Street, Suite 110, Philadelphia, between Market and Chestnut streets. Mon–Fri—hourly schedules available.

The Wardrobe Boutique, 1822 Spring Garden St, Philadelphia. Tues–Saturday hours available.

### Donation Assistant

Help donors with their donations, “weed out” inappropriate clothing, and sort through work appropriate items to place in our inventory during our monthly clothing drives. Casual attire suggested.

Check website for times and locations of our 3 monthly drives.

## Skills Building and Program Committees

### Outreach Committee

*Formerly Ambassadors Club & Shopping Committee*

Develop relations with organizations & area retailers to promote The Career Wardrobe through organizing & attending special events. May include guest speaking & shopping events.

### Education Committee

Help The Career Wardrobe develop & deliver programs that enrich our clients' experience. HR and/or training experience required.

### A Perfect Fit Auction Committee

Assist in planning & staffing the silent auction for The Career Wardrobe's annual fund-raising event. Committee meets Jan–June.

### Corporate Sponsorship Committee

Initiate and nurture corporate sponsorship opportunities to help raise funding for and awareness of The Career Wardrobe & The Wardrobe Boutique.

### Job Search Skills

#### Consultant

Work one-on-one with participants answering questions about business etiquette, resumes, and work-related issues prior to our monthly Gateway to Success seminars. 8:15am–9:30am HR and/or work hiring experience required.

### Career Leader

Work with program participants to critique resumes and offer advice on business etiquette via e-mail on our Client Help Desk. HR experience required.

## Attend a Volunteer Orientation!



**The Wardrobe Boutique**  
1st Thursday of the month  
5-6pm  
1822 Spring Garden St, Philadelphia



**The Career Wardrobe**  
2nd Thursday of the month  
1:30-2:30pm  
21 South 12th St, Ste 110, Philadelphia  
(between Market & Chestnut Sts.)

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State & Zip Code: \_\_\_\_\_

A staff member will contact you to confirm receipt and orientation date.

Return this form to:

The Career Wardrobe, 21 South 12th St, Ste 110, Philadelphia, PA 19107,  
Fax to: 215-568-5998,

or sign up online at <http://volunteerorientation.eventbrite.com> (The Career Wardrobe) -or-  
<http://twb-vol-orientation1.eventbrite.com> (The Wardrobe Boutique)