



CARITAS Works
Clothing Center Manager
(Organizes and displays business clothing for students)

Supervisor	Director of Operations
Contact:	volunteer@caritasva.org
Hours:	At your own discretion
Benefits:	Help our students find jobs by ensuring they are “dressed for success.” Satisfaction of knowing you are helping to contribute to the solution of homelessness in Richmond.
Qualifications:	Interpersonal skills Able to fold, organize, and display clothing Resourcefulness Time Conscious Team Player
Responsibilities:	Work with students to identify their clothing needs Work with local non-profit providers, individual, and possibly retail outlets to secure the clothing needed by each student Building continuing relationships with providers Develop and maintain storage for clothing as necessary

Students are expected to wear business attire to class for the 2nd through 5th Weeks during their 5-week course. Assistance will be needed during their first week to make sure that they have the clothing needed.

Students are expected to participate in mock interviews during the completion of their coursework. They will need fresh business attire prior to these sessions.

Upon completion of their coursework, graduates will be in the job market and will need appropriate interview attire.

www.caritassva.org