

# Position Description

## Garment Sorter



**Classification:** Individual Volunteer

**Reports To:** Contract Manager

**Supervises:** This position has no direct supervisory responsibilities

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### Organization

Goodwill of Western Missouri & Eastern Kansas has a rich, 125-year history. Everyone knows Goodwill for our thrift stores, but few know what Goodwill is really all about. The sale of donated items provides funds that stays local, supporting thousands of jobseekers with barriers to employment. We believe in the Power of Work and are committed to helping people earn and keep jobs in this community. That's why 88¢ of every dollar Goodwill spends goes directly into our mission, not into shareholders' pockets.

### Impact

The Garment Sorter is critical to help ensure the appropriate garments are selected for proof of concept. The volunteer provides a critical component supporting Goodwill's visionary project of determining whether computer vision machine learning can accurately identify a clothing item's size, type, fabric composition, and quality. This project will in turn make Goodwill's retail locations more efficient – putting more product on the floor more quickly for our customers to purchase.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Volunteers may perform some or all of these duties.

- Sorting items by type and quality to ensure they are appropriate for the project.
- Confirm all sourced clothing items meet parameters determined by the contract.
- Prepare clothing items for image capture or stain station as needed.

### Work Environment

This opportunity operates in a warehouse and production environment. Volunteers should wear closed-toed shoes, such as tennis shoes or work boots, jeans, and a comfortable top. Dressing in layers is recommended as the warehouse experiences temperature changes depending on the weather.

### Time and Location

Location is at our Mission Support Center located at 800 E. 18<sup>th</sup> St. in the Crossroads district. Hours are anytime from 8am -6pm Monday through Thursday, and 8am -3pm on Friday. Volunteers and Managers will work out a mutually agreed upon schedule. Goodwill would prefer each shift be a minimum of two hours long; there is no maximum length.

### Screening

A background check is required for ongoing volunteers. We ask Volunteers to commit to a minimum of 10 hours per month during their service.

### Training and Orientation

In person training and orientation will be provided at your first shift, at the Mission Support Center.

### Qualifications

- Ability to represent Goodwill in positive manner
- Good communication skills
- High attention to detail
- Willingness to complete repetitive tasks
- Ability to relate to a diverse population
- Desire to stay moving and on your feet for duration of shift

## Competencies and Values

Every leader must demonstrate these competencies:

### Achieves:

- Accountability
- Initiative
- Mission Focused and Financially Aware
- Functional Expertise

### Develops:

- Collaboration/Builds Relationships
- Organizational Skills/Planning/Project Management
- Develop Self and Others

### Leads:

- Adaptability/Leading Change
- Communication
- Innovation/Strategic Vision
- Problem Analysis/Decision Making

### Character:

- Integrity
- Interpersonal/Emotional Intelligence

We allow our values to guide our actions:

- **Lead:** Everyone has value - Help them find it and celebrate it
- **Grow:** Learn constantly and strive continually to better ourselves
- **Partner:** Be good citizens, maximize the value of donations, and support sustainability
- **Innovate:** Always seek new and better ways to accomplish our mission
- **One Agency:** Work collaboratively to build a legacy from which future generations will benefit

All team members should be instilled with and demonstrate an appreciation of the value entrusted to us by the community through donated goods.

### **AAP/EEO Statement**

Goodwill of Western Missouri and Eastern Kansas is an equal opportunity employer.

*Receipt of this position description does not imply an employment contract. We are an at-will employer. Job duties, work schedules and work conditions may be altered without notice at any time.*

*This is a volunteer position description. More information on our volunteer program and volunteer policies may be found at [www.mokangoodwill.org](http://www.mokangoodwill.org) and by contacting [gvolunteer@mokangoodwill.org](mailto:gvolunteer@mokangoodwill.org).*