

TEAM ADMIN — OPEN, LEAD (Admin lead serves as volunteer coordinator, commitment of 4 hours a month)

- Complete assignments such as check –in and out during Suiting
- Update Suiting records and stats
- Answer phone during Suit & Learn Days
- Make follow up calls after clients have attended their Suit & Learn appointment

TEAM SUITING — JAMAY FISHBACK, LEAD (commitment of 6 hours a month)

- Physically suit clients at their Suit & Learn Appointment
- Must complete stylist training on a second Saturday

TEAM LEARN — OPEN, LEAD (commitment of 3 hours a month)

- Engages clients during Suit & Learn appointments with mock interviewing and presentation skills
- Informs clients of the GearUp program accessible after achieving gainful employment
- This volunteer has experience in HR or professional interviewing and presentation skill sets

TEAM MERCH- LAURIE JOHNSON, LEAD (Commitment of 3 hours per month)

- Receives and processes all incoming donations
- Insures proper floor placement of new donation
- Must complete Merchandise training on a second Saturday

COMMUNITY AMBASSADORS- UCHENNA AGU, LEAD (Commitment of 3 interactions per month)

- A voice for Career Gear in the community
- Works with the committee lead to insure Career Gear is visible in the community
- Assist with community corporate interactions and engagements
- May attend events to advocate Career Gear Houston’s mission in the community

VOLUNTEER DAYS- (SUIT & LEARN APPOINTMENTS)	VOLUNTEERS NEEDED EACH DAY
Tuesdays 10 am- 4pm (beginning September 2014)	1 Admin
Thursdays 10am-4pm (current)	2 Learn
Second Saturday 10am-3pm (current)	3 Stylist
Third Saturday 10am-3pm (beginning September 2014)	2 Merchandising

2014 TRAINING SCHEDULE TEAM STYLIST & TEAM MERCH

Stylist and Merchandising Team trainings are held from 10am-11am on the second Saturday of each month. If you have questions about volunteering on other committees please email volunteers@careergearhouston.org. To sign up for training please visit the volunteer page of our website. www.careergearhouston.org