



# Society of St. Vincent de Paul

Galveston-Houston Diocese

Archdiocesan Council  
2403 Holcombe Boulevard  
Houston, Texas 77021  
(713)741-8234  
Fax (713)741-3639  
www.svdphouston.org

## **THRIFT STORE VOLUNTEER GUIDELINES**

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***WE WANT YOUR VOLUNTEER TIME TO BE PRODUCTIVE AS WELL AS A WONDERFUL EXPERIENCE FOR YOU.***

PLEASE TAKE THE TIME TO REVIEW YOUR INFORMATION PACKET.

The Society of St. Vincent de Paul is an international Catholic lay volunteer organization founded in France by Frederic Ozanam in 1833 to serve the poor. Please read the pamphlet included in your volunteer packet to familiarize yourself with the work done by the Society so that you will be able to answer questions that customers may ask.

### **STORE LOCATIONS:**

#### **SVdP Washington Store**

2020 Washington Avenue  
Houston, TX 77007  
713/862-2605

#### **SVdP Bellaire Store**

5236 Cedar  
Bellaire, TX 77401  
713/669-9410

For questions, comments and suggestions please contact:  
[The SVdP Office at 713-741-8234](tel:713-741-8234)

### **DRESS CODE:**

Dress neatly and comfortably. We suggest pants, jeans, tee shirts (without messages), blouses, collared shirts, etc. Appropriate shorts are allowed (but not short shorts). Remember you are representing the Thrift Store while working with the general public.

### **SIGN IN:**

Record your volunteer hours in the Volunteer Sign-In Book before you leave each day you are at the store. It is important for us as a non-profit operation to have an accurate record of the number of volunteers we have and the hours that they have served SVdP.

Please honor your volunteer commitment, we are counting on you to be there when you are scheduled. If you can not come when scheduled please contact your store's manager about your plans.

St. Vincent de Paul Village  
605 Blue Bell  
Houston, Texas 77037  
(281)447-3511

St. Vincent de Thrift Store  
2020 Washington Avenue  
Houston, Texas 77007  
(713)862-2605

St. Vincent de Thrift Store  
5236 Cedar  
Bellaire, Texas 77401  
(713)669-9410

Angela House  
425 Shane  
Houston, Texas 77037  
(281)445-9696



## **VOLUNTEER JOB DESCRIPTIONS**

The volunteer jobs available at the Thrift Stores cover a broad range of activities and talents. We need many hands to make the stores operations efficient and profitable. Listed below are some of the volunteer opportunities available in the Thrift Stores.

**Sorter:** Help to sort through the donations including furniture, clothing, household items, etc. and decide what will be used for referrals, sales inventory and what needs to be discarded.

**Pricing:** Help prepare items to be put out for sale. Once the item is cleaned off it is tagged, priced and brought out to the selling floor.

**Merchandising:** Help maintain the physical appearance of the selling floor by dusting, arranging, decorating and organizing merchandise in the store.

**Handy man/woman:** Help to repair donated items when possible. Typical items to be repaired are household items, lamps, furniture, etc. This volunteer would also check to see if TV's, large appliances, stereos, etc. are in good working condition or need minor repairs.

**Sales:** Play Store!...Help customers find what they need and promote additional sales.

***THANK YOU FOR YOU COMMITMENT TO THE MISSION AND OPERATIONS OF  
THE SOCIETY OF ST. VINCENT DE PAUL THRIFT STORES.***

***WE LOOK FORWARD TO WORKING WITH YOU!***