

# Sparrow Health System Volunteer Services

## POSITION DESCRIPTION

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**Title:** **McAuley League - Resale Shop**

**Location:** **St. Lawrence Campus**

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**Purpose:** To provide low-cost clothing and household items to the community through the operation of the Resale Shop; to raise funds for Auxiliary projects.

**Responsibilities:** Pick up merchandise for resale.  
Sort merchandise.  
Price merchandise for sale.  
Staff Resale Shop.  
Collect payment and make change.  
Schedule volunteers for shop.  
Organize merchandise to be donated to local charities.

**Requirements:** Must be registered in the Department of Volunteer Services.  
Must attend volunteer orientation and on the job training.  
Must attend three League meetings per year, and pay annual dues.  
Must obtain TB skin test yearly.  
Must commit to 48 hours per year.  
Must wear photo ID badge while on duty.  
Serve as a role model for consistent demonstration of Sparrow Health System's Customer Service Behavioral Standards of Performance, by respecting the Privacy and Confidentiality of those we serve.  
Demonstrate knowledge and respect patient, service provider, organizational confidentiality and HIPAA Security procedures and protocols as defined under the HIPAA Privacy and Security Procedures.  
Follow established HIPAA privacy procedures when using and/or disclosing protected health information.  
Maintain and protect patient rights under the HIPAA Privacy Standards.

**Qualifications:** Must be 14 years of age or older.  
Must be mature, pleasant and respectful of others.  
Able to meet the public and work with persons of all races, ethnic background, age, sex and disability.  
Must be ambulatory.

**Supervision:** Directly responsible to the President of McAuley League.  
Overall responsibility rests with the Program Coordinator of Volunteer Services.

**Shop Hours:** 1st & 3rd Wednesdays of each month - 8 am to 2 pm  
Every Monday morning - 8 am to 11 am