

**VOLUNTEER DUTIES OF KID MANIA LLC ©, THIS IS A QUICK DESCRIPTION; MORE DETAILED FOUND ON THE WEBSITE> VOLUNTEER TAB> CLICK FULL JOB DESCRIPTION Alpha Order**

**NO CHILDREN ARE ALLOWED, NO SHOPPING IS ALLOWED DURING YOUR WORK SHIFT, AND YOU CANNOT DROP OFF DURING YOUR SHIFT. Updated 02/01/2016.**

**BEFORE THE SALE:**

**Publicity Postcard Volunteer** -You will pick up Postcards, Labels, Stamps, and prepare and mail before the event. Close to 1500+ cards. Considered 2 work shifts.

**Tagging Service Volunteer** -You will work with VIP Consignor inventory. You will pick up, input, print tags, tag items, hang on hangers and drop off items by Saturday before the event.  
(This is only an AS NEEDED basis if we receive a VIP Consignors). Considered 2 work shifts.

**WEEK OF SALE SET UP/DROP OFF:**

**Sign In Coordinator** - You will meet with each Consignor/Vendor/Volunteer to CHECK IN and get signed waiver forms, give out presale passes and other misc. documents.

**Inspector** - Consignor will place clothes on Rolling Racks to inspect before they are placed into the sale. All other items on carts are inspected at the table before they leave the inspection area. Inspectors will remove any item not acceptable to KID MANIA's Agreement. (Inspectors are in Hall 1 and Hall 4- Detailed instructions under Alpha Listing on website)

**Sorter Hall 1** - Direct Consignors & help them set up their items after inspection. Use rolling racks & carts. Assist with CLAIM TICKETS if needed. This is in Hall 1.

**Sorter Hall 4** - Inspect & Assist Consignors completing CLAIM TICKETS if not already done and placing LARGE TICKETED ITEMS ONLY in Hall 4. Collect any Waiver Forms for Cribs and Car Seats. Hall is for : Furniture & Equipment: Pack N Plays, Strollers, High Chairs, Swings, Car Seats, Excersaucers, Walkers, Ride One Toys, and LARGE Toys.

**Organizer** - **Front Tables / Back Tables:** You are responsible keep "like" items together and showcase the tables for easy access and pictures for advertising.

**Hall & Racks Volunteer** - This is a great job for a husband **Monday Night 6pm – 9pm** the week of the event! Unload Units & help build the racks, (tables already set up).

**Hall Prep Volunteer** - This position is the **WEDNESDAY 12pm – 3pm the week of the event.** You will help post signs, banners, size dividers, etc. (racks/tables already assembled).

**Trunk Show Assistant** - Assist the Matilda Jane Trunk Keeper setting up for the Trunk Show **WENDESDAY 6pm-9pm is the Work Shift.**

**Trunk Show Checkout** - After the Matilda Jane Trunk Show work a computer to scan in Consignor Items and Bag them up for the Shopper

**DURING THE SALE:**

**Checkout** - There will be two Checkout Lines a Volunteer will move equally to an open register – Scan price tags into computer COUNT to make sure you scanned the correct # of items.  
DO NOT REMOVE TAGS. Write the TOTAL & TRANSACTION # on a Guest Check and hand to the customer along with any CLAIM TICKETS and direct them to the RECEIPT area.

**Bagger** - You will remove hangers (put in bins), take the sold items and place in the bags. Can help carry bags over the Pay Station .

**Bag Collector** - You will collect bags from behind checkout after a shopper has finished using the IKEA BAGS and run them back over to the front door for the next shopper to use.

**Floater** **Check Out Line** - Keep the 2 lines moving equally to the registers. Inform them of the 2 different lines. Also info of Cashier is after Registers.

**Clothes/Shelves** - Walk around to find anything on the floor to put back; match up any Missing Tags to Lost & Found, assist Shoppers and the Table Organizers.

**Boutique Section** - Will work with another volunteer to secure this area. Shoppers will give you items to purchase to place behind checkout. Bin # and Lanyard# will match.

**Bath Room/** - Keep shoppers from entering bathroom with merchandise unless trying on clothes. Match up items and verify price tags on items going in & coming

**Changing Room** out. You will also be watching over the Video Games and Electronics for theft.

**Organizer** **Front Tables / Back Tables:** You are responsible keep "like" items together and showcase the tables for easy access and pictures for advertising. Keeping it neat and organized!

**Equipment** - You are in **HALL 4**. All items in this hall will have a CLAIM TICKET on them. When a shopper wants to purchase an item they remove the bottom half of the claim ticket and go to **HALL 1** to pay for it. Items can ONLY be removed from this hall if the shopper has a PAID CLAIM Ticket. You will match up claim tickets and assist them to their car if needed.

**Door** - You will greet people entering/exiting the building. Offer everyone an IKEA Bag & let them know Sunday is ½ Price day ONLY on price tags that indicate discount (See poster). As the customer exits, you will have a highlighter to check off receipts and make sure LARGE items have a PAID CLAIM TICKET. Make sure there are NO Items left in strollers.

**Mailing List** - You will adding EMAIL and POSTAL addresses on line via a TABLET/COMPUTER to add people to our mailing list. You will remind them of our OPT IN Email, Facebook

**Coordinator** & other Social Media Sites as well as our upcoming events. Your Goal is to get as many people on the EMAIL List as possible!!

**Security** - You will be placed at either the front or back of the room. Watch for shoplifters and items walking out of the door. Watch the bathrooms and little children hands.

**Hangers** - Collect hangers from behind the Registers and in the Checkout Lines. You will sort the hangers by size/kind and tie together in multiples of 10. You will need to keep a grand

total of each kind in order to divide them up between the numbers of active consignors.

**Parking Lot** - FRIDAY ONLY you will be located at the gate to assist people parking legally and direct overflow to the lot across the street. This is good for a couple of husbands!!

**LAST DAY OF THE SALE : TAKE DOWN/PICKUP YOU CANNOT TAKE DOWN JUST YOUR ITEMS. This is done on Sunday (See work shift for times).**

**Sorter -Girl Clothes** - Take off rack & sort by ID# and put on designated table. Tags marked for donation will be taken to appropriate Donation Table.

**Sorter -Boy Clothes** - Take off rack & sort by ID# and put on designated table. Tags marked for donation will be taken to appropriate Donation Table.

**Sorter -Tables & Equipment** - Take items off the tables and floor from **HALL 1 and 4** & sort by ID# and put on designated table. Check rejected items to return to consignors designated table.

**Sorter -Melissa & Doug** - Assist Melissa in boxing up the NEW Melissa & Doug items on the Display Racks (not used items) and bringing the boxes to the front of the room to go to storage.

**Donation Table** - Items will be brought over from the sorters. Check tags are marked for donation. Remove Hangers & save in Hanger Box, Fold items nicely & place them in boxes/bags.

**Racks / Loading** - Takes down the racks and help load them onto the Portable Storage Units. This is another great job for a husband!

**Sign Out Coordinator** - CHECK OUT each consignor, verify work shifts, give out raffles, give out hangers, collect remaining forms, direct to Consignor Table & Lost and Found Table, collect Yard Signs from any Publicity Volunteer.