



## THRIFT STORE VOLUNTEER PACKET

### Who We Are

We are a 501(c)3 nonprofit which has been providing services and programs for individuals with intellectual disabilities and their families since 1965. We own and operate 9 residential homes, 2 thrift stores, and offer employment training, job coaching, and ongoing employment support for those people looking for employment in community inclusive jobs.

### What We Do

Our mission is "Empowering People of Diverse Abilities". We envision all people living, learning, and working together. Our Values are: Dignity, Equality, Integrity, Inclusion, Choice, Excellence, and Empowerment.

In addition to being a great retail store, Possibilities Thrift Stores train individuals with intellectual and/or developmental disabilities to learn job skills through hands on community work preparation at our stores. By providing access to affordable goods and employing enthusiastic and skilled people, we've created a great place to shop! Our Thrift Stores are a wonderful place to donate your gently used items, and find a bargain, all while helping support a nonprofit dedicated to Empowering People of Diverse Abilities!

Volunteers help us make sure our stores run smoothly and create a great environment for both the people who shop at our stores, and the people we support who value their inclusion in the community.

### SHOP • DONATE • VOLUNTEER • EMPLOY • SPONSOR

**Redmond Thrift Store**  
3294 S Hwy 97  
541-548-5288

**Administration Office**  
835 E Hwy 126, Redmond  
541-548-2260

**Madras Thrift Store**  
1412 SW Hwy 97  
541-475-6961

Possibilities Thrift stores are open Tuesday - Saturday from 9:00 a.m. to 5:00 p.m.  
Volunteers may assist one day or make a regular commitment depending on their schedule.

**To Volunteer Please Call: Human Resources at (541) 548-2611**

[www.OpportunityFound.org](http://www.OpportunityFound.org)

 [facebook.com/OpportunityFoundation](https://facebook.com/OpportunityFoundation)



## VOLUNTEER APPLICATION

**TYPE/PRINT IN BLUE OR BLACK INK.** PLEASE REVIEW THE ENTIRE APPLICATION BEFORE YOU BEGIN. LEGIBILITY, ACCURACY, ORGANIZATION AND COMPLETENESS ARE IMPORTANT.

### NAME AND ADDRESS

NAME (LAST, FIRST, M.I.):

HOME PHONE:

MAILING ADDRESS:

CELL PHONE:

CITY, STATE AND ZIP CODE:

MESSAGE (IF DIFFERENT):

**E-MAIL ADDRESS:**

**TODAY'S DATE:**

DO YOU HAVE ANY FAMILY MEMBERS THAT WORK FOR THE OPPORTUNITY FOUNDATION?

(SELECT ONE) YES NO

IF YES, PLEASE LIST MONTH, YEAR AND LOCATION

HAVE YOU LIVED IN THE STATE OF OREGON FOR THE

LAST 5 CONSECUTIVE YEARS?

(SELECT ONE) YES NO

IF YES, PLEASE LIST DATES

ARE YOU AT LEAST 18 YEARS OF AGE?

(SELECT ONE) YES NO

PROGRAM REFERRED BY (JOBS PLUS, EXPERIENCE WORKS, ETC.)

### REFERENCES

PLEASE LIST THREE REFERENCES WHO CAN PROVIDE US WITH INFORMATION ABOUT YOUR QUALIFICATIONS TO VOLUNTEER. BUSINESS OR JOB-RELATED REFERENCES ARE PREFERABLE. PLEASE LIST THE REFERENCE TYPE AS WORK RELATED, PERSONAL, EDUCATION RELATED, ETC.

**NAME**

**PHONE**

**TYPE**

**NAME**

**PHONE**

**TYPE**

**NAME**

**PHONE**

**TYPE**



PLEASE TELL US WHY YOU WOULD LIKE TO VOLUNTEER AT THE OPPORTUNITY FOUNDATION.

PLEASE LIST ANY SPECIAL SKILLS OR HOBBIES.

PLEASE LIST YOUR PREVIOUS VOLUNTEER EXPERIENCE.

PLEASE LIST VOLUNTEER OPPORTUNITIES THAT INTEREST YOU.

### VOLUNTEER CONFIDENTIALITY AGREEMENT

While volunteering, one may receive a certain amount of information about the person with whom they are working. This information is considered confidential. The State of Oregon has strict regulations governing the disclosure of confidential information. In general, information about the person with whom you are working may not be released publicly by the agency or any representative of the agency (including volunteers), unless this person or his/her legal guardian gives written authorization. Information, which is considered confidential, includes, but is not limited to, name, address, phone number and any information concerning the person's disability or the services they receive. Any information pertaining to the person's family is also confidential. The Opportunity Foundation also complies with the Federal Regulations HIPPA (the Health Insurance Portability and Accountability Act) which specifically protects the health information of the individuals that the Opportunity Foundation serves.

I, \_\_\_\_\_, have read the above statement and agree to maintain the confidentiality of those with whom I work.

**SIGNATURE (MUST BE IN BLUE OR BLACK INK)**

**DATE**

### CERTIFICATION AND SIGNATURE

I understand that any oral or written statement that is false, fraudulent or misleading that is contained in this application or attached materials will result in rejection of my volunteer application.

- I certify that all statements contained herein are true and complete whether made by me or others at my request.
- I understand and agree to be subjected to a criminal history background check.
- I understand that, if I am selected, I must pass a post-offer drug screen. As a volunteer, I agree to be a participant in the Opportunity Foundation's ongoing drug screening program, as defined in the Employee Handbook.
- I agree to conform to the policies and procedures of the Opportunity Foundation and understand that the volunteer relationship may be terminated, with or without cause, and with or without notice, at any time, at the option of either the Opportunity Foundation or myself.

**SIGNATURE (MUST BE IN BLUE OR BLACK INK)**

**DATE**



## VOLUNTEER AVAILABILITY FORM

### Thrift Store Volunteers may be asked to:

- Assist Customers by offering good customer service and answering questions about store merchandise.
- Stock New Products including categorizing and placing new products on the shelves. The volunteer may also price and tag items before stocking.
- Maintain the store's physical appearance which may include some clean up of spills or broken items, dusting and cleaning shelves, putting misplaced items back on the right shelves, decorating for holidays or other special events.
- Sort through donations to verify that items received are in good condition for customers to buy. Give receipts to and collect information from people donating products.
- Serve as an ambassador to Opportunity Foundation and be able to communicate our mission and values.

### Thrift Store Volunteers should be able to:

- Communicate well with people of diverse abilities.
- Have interest in working in a shop and be able to perform sales transactions.
- Have the ability to see what needs to be accomplished at the store and perform volunteer duties independently.

### Preferred Volunteer Area:

- Receiving and sorting donations
- Merchandizing, organizing items, price check
- Cleaning, dusting, sweeping, wiping counters
- Customer service, answering questions, showing customers where items are
- Community awareness – inform customers of the Opportunity Foundation Mission and opportunities to support the Opportunity Foundation

### Days of the Week:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

### Times Available:

- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date