

## World's Largest Textile Garage Sale - Volunteer Jobs & Descriptions

**Category CAPTAIN** – Direct other volunteers in your category. \*Need essential knowledge of a specific textile category (fabric, yarn, notions, tools, unfinished objects, etc.).

**Sorters & Pricers** – Under the direction of a category CAPTAIN, sort or price donations. Familiarity with the category (such as fabric, yarn, notions, tools, equipment, etc.) is essential.

**Cashier Assistant/Tallier** – Assist cashiers by completing tally sheet (see example below), placing purchases into bags, adding PAID stickers, and directing shoppers to Loaders for assistance moving purchases to cars. No cash handling.

**Receiving/Sorting** – Organize intake space, and pre-sort donations into categories.

**Floor Helper** – Straighten-up items, answer questions, and help tally purchases prior to check-out (as needed). See example of tally sheet below.

**Greeters/Ticket Taker** – Greet shoppers, collect admission fee, and hand-stamp for re-entry.

**Info Desk** – Answer general questions, and provide handouts about Textile Center's offerings (Summer Camps, Classes, Memberships, etc.). Current knowledge of Textile Center is helpful.

**Line Assistant** – Guide shoppers, and maintain an organized check-out line. \*Must be comfortable conversing, multi-tasking, leading, and directing shoppers

**Loader** – Assist shoppers with moving purchased items to their cars and loading, as needed.

**Photographer** – Must have own digital camera to take photographs during the event (pre-sale, preview party, and throughout the garage sale)

**Preview Sale Food Hospitality** – Monitor hospitality table, and replenish items as needed.

**Runner/Sorter** – Pre-sort donations into categories, load carts, and transport items from receiving area to designated category areas. \*Familiarity with categories is helpful but not essential.

**Set-up & Tear Down/Clean-up** – Help with set-up and take-down at beginning and end of garage sale. During set-up, place tables/shelves/signs to display items in each area. During take-down, bag up remaining items, work with Zero Waste volunteers to properly dispose of items for further donation or reuse, and gather Textile Center owned items (tables, supplies, etc.) for return to TC.

**Stash Monitor** – Monitor and organize area where shoppers/volunteers may hold items prior to purchase (similar to a coat check). Assist with tallying items prior to check-out. See example of tally sheet below.

**"Oval Room" Sales Assistant** – Help with set-up on Thursday and Friday (during the day). On Friday evening and Saturday (all day), assist and monitor the "Oval Room" merchandise area.

**Tallier** – Monitor check-out line, and use form to tally shoppers' purchases prior to checkout. (See example below.)

**Volunteer Welcome Desk** – Check-in volunteers as they arrive, provide general information/supplies, and direct volunteers to their areas.

**Zero Waste Assistant** – Under direction of Zero Waste CAPTAIN, repurpose, recycle, and manage bags/boxes. Collect and sort waste into appropriate zero waste receptacles.

Example of Front of Tally Form:

Talliers complete the black marks.

Cashier Assistants complete the red marks.

Price (\$)	Number of Items at Price (Tally Marks)	Tally Mark Total	Extended Total (Price x Tally Total)
\$1		3	\$ 3
\$2			\$
\$3	<del>    </del>	8	\$ 24
\$ 6		1	\$ 6
\$			\$
\$ 8		1	\$ 8
\$			\$
\$			\$
\$			\$
\$			\$
Ptrns/Mags Up to 10/\$1			\$
<b>GRAND TOTAL PRICE OF PURCHASES:</b>			\$ 41

Back of Tally Form:

**HOW TO TALLY**

- **Price:** All prices should be marked in **DOLLARS – Round up if cents!**
- **Number of Items at Price:** Use “tally” or “hash” marks to record the number of items for each whole dollar price. *Tip: One person calls amounts, another person marks tallies.*
- **Tally Mark Total:** Add up the number of tally marks across each price row.
- **Extended Total:** Leave blank. Cashiers will do this!
- **Grand Total Price of Purchase:** Leave blank. Cashiers will do this!

**Patterns/Magazines:** Any combination of 10 patterns and/or magazines for \$1. Use 1 tally mark for every group of 10 items or less. (*Ex: 23 patterns/magazines = 3 tally marks, or 1 pattern = 1 tally mark*)

**Unpriced Items:** Use your knowledge, and reference similar items to come up with a fair price. Or, ask another volunteer or Textile Center staff!