

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

**Category CAPTAIN** – Direct other volunteers in your category. Reports to designated TC staff person. \*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 and/or price donations. Familiarity with the category (such as fabric, yarn, notions, tools, equipment, etc.) is essential. Reports to Category CAPTAIN.

**Cashier** – Have cash handling experience and comfortable using Square credit card system? Contact Nancy Gross at [ngross@textilecentermn.org](mailto:ngross@textilecentermn.org).

**Cashier Assistant** – No cash handling involved. Interested in volunteering as a Cashier Assistant? Contact Nancy Gross at [ngross@textilecentermn.org](mailto:ngross@textilecentermn.org).

**Fabric-By-The-Bag Door Monitor**–Greet & provide special shopping bags at FBTB entry. Direct shoppers to “stash” at exit.

**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, hand-stamp for re-entry and monitor merchandise exiting building. \*Must be comfortable conversing and directing customers as needed.

**Info Desk** – Answer general questions, and provide handouts about Textile Center’s offerings (Summer Camps, Classes, Memberships, Donations, etc.). Current knowledge of Textile Center is essential. This job can be a seated position.

**Line Assistant** – Guide shoppers, and maintain an organized check-out line. \*Must be comfortable conversing, multi-tasking, leading, and directing shoppers. Contact Nancy Gross at [ngross@textilecentermn.org](mailto:ngross@textilecentermn.org).

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

**Photographer** – Need own camera (preferably DSLR) to take photographs during the event. \*Photos must be provided to Textile Center within three weeks of the event. Interested in volunteering as a photographer? Contact Mia Finnamore at [mfinnamore@textilecentermn.org](mailto:mfinnamore@textilecentermn.org).

**Preview Sale Food Hospitality** – Monitor hospitality table, and replenish items as needed. \*Must be comfortable conversing and directing customers as needed.

**Receiving/Sorting** – Organize intake space, and pre-sort donations into categories. \*Familiarity with categories is helpful but not essential. Heavy lifting/pushing/pulling may be involved with this position.

**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. Heavy lifting/pushing/pulling may be involved with this position.

**Set-up & Tear Down/Clean-up** – Help with set-up and take-down at beginning and/or end of garage sale. During set-up, place tables/shelves/signs to display items in each area. During take-down, bag/box up remaining supplies and redistribute/recycle items and materials as directed. This position supports Garage Sale’s Zero Waste initiative. \*Heavy lifting may be involved with this position.

**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. Knowledge of higher quality items is helpful. Manage large item purchase slips.

**Tallier** – Monitor check-out line, and use form to tally shoppers’ purchases prior to checkout. (See example below.) This job can be a seated position.

**Volunteer Welcome Desk** – Check-in volunteers as they arrive, provide general information/supplies, and direct volunteers to their areas. Hand out Captain bins. Assist with sorting as needed. This job can be a seated position.

**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	/	8	\$ 24
\$ 6		1	\$ 6
\$			\$
\$ 8		1	\$ 8
\$			\$
\$			\$
\$			\$
			\$
			\$
<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. Cashier Assistants will do this!
- **Grand Total Price of Purchase:** Leave blank. Cashier Assistants will do this!
- **Unpriced Items:** Use your knowledge, and reference similar items to come up with a fair price. Or, ask another volunteer or Textile Center staff!