



Volunteer Project BDI Clothing Closet

In the competitive job market, making a good first impression on potential employers is almost as important as the skills you bring to the table. For many of BDI clients, the lack of appropriate professional attire is a barrier to making that great first impression. We are dedicated to ensuring our job candidates gain and keep meaningful employment, and BDI's Clothing Closet allows clients to acquire gently-used professional attire so that their professionalism is reflected in their appearance.

Volunteer leadership is a critical piece of the Clothing Closet's success. Volunteers collect and sort clothing and help clients select interview attire. This document is designed to be an easy "how-to" guide, with volunteer job descriptions and other tools, so that your company can quickly and easily replicate this program within your own office.

Job Descriptions Overview

- Office Clothing Drive Captain – leads the effort within the workplace by recruiting other volunteers and promoting the clothing drive.
- Clothing Sorters – sort clothing items by gender, type and size and inspect clothing for damage.
- Store Volunteers – assist clients with selecting interview-appropriate clothing.

Suggested Timeline for Office Captains (Four-Week Project)

- Week one –
 - recruit volunteers for all roles
 - identify and secure a storage location within the office to house clothing donations or coordinate periodic drop offs at BDI
 - begin promoting clothing drive
- Weeks two and three –
 - promote clothing drive to office staff through presentations at internal staff meetings, regular email reminders, and break room flyers (BDI can assist with creating flyers and drafting emails and talking points)
 - collect clothing.
- Week four –
 - volunteers sort clothing (clothing sorting occurs on Tuesdays)
 - volunteers assist clients with selecting clothing (clothing closet days occur on Wednesdays)

BDI Clothing Closet Clothing Drive Champion

Job Description

The Clothing Drive Champion is the lead volunteer for the clothing closet effort.

Roles and Responsibilities

- Serve as the main point person for all clothing closet-related activities within the office.
- Recruit volunteers to sort clothing and assist BDI clients in selecting interview attire at the BDI store.
- Promote the clothing drive within the office through presentations in staff meetings, interoffice emails and by posting flyers in break rooms.
- Oversee clothing sorting, as needed.
- Coordinate clothing pick-up/delivery to BDI's office, located at 2120 Marietta Blvd., NW, Atlanta 30318.
- Coordinate volunteers to sort clothing.
- Participate in the Clothing Closet Day, tracking volunteer sign-in and working with BDI staff to oversee on-site volunteers.

Tools and Support Provided by BDI

- Suggested project timeline.
- A list of needed clothing items.
- Volunteer job descriptions.
- The support of BDI staff member Rebecca Stoll, who will answer questions and assist as needs arise.

BDI Clothing Closet Clothing Sorter Job Description

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The Clothing Sorters inspect gently used donated clothing to ensure items are in good shape, and sort clothing by size, gender and type.

This volunteer opportunity takes place on Tuesdays at the BDI office located at 2120 Marietta Blvd., NW, Atlanta 30318.

Job Description

- Inspect all clothing for damage, and discard items that are too heavily damaged.
- Sort clothing that passes inspection based on gender, type and size.
- Put clothing on hangers.

BDI Clothing Closet Store Volunteers Volunteer Job Descriptions

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This volunteer opportunity takes place on Wednesdays at the BDI office located at 2120 Marietta Blvd., NW, Atlanta 30318.

- Welcome clients.
- Assist clients in selecting interview-appropriate clothing and accessory items.
- Return to the clothing wracks any items not selected.

BDI Clothing Closet Items Needed

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BDI’s clothing closet is in need of professional attire that would qualify as “like new,” “very gently used,” or “gently used;” these are defined as:

Like New -- Like New items have been previously worn, but there are no signs of wear. The tags and buttons are bright and new looking and the seams are tight.

Very Gently Used -- Very Gently Used items are in excellent condition but may show very faint signs of wear. Signs of wear include rough fabric in areas that typically wear more quickly, such as underarms or inseam, or evidence in the seams the item has been laundered.

Gently Used -- Gently Used items are in excellent condition but show some signs of wear, including some slight fading, the seams inside no longer lying flat due to washing, and buttons and snaps that close more easily.

Below is a list of items needed for the BDI Clothing Closet.

| Women’s Clothing | Men’s Clothing |
|---|---|
| Suits (Pant, Skirt and Dress Suits) | Suits |
| Pants/Slacks and Skirts – black, khaki, navy, brown | Pants/Slacks – black, khaki, navy, brown |
| Shirts <ul style="list-style-type: none"> • Blouses • Sweaters • Knit Tops | Shirts <ul style="list-style-type: none"> • Long sleeve, button down shirts • Polo shirts |
| Professional Dresses | Jackets and Blazers |
| Jackets and Cardigans | Accessories (belts, ties, etc.) |
| Accessories (belts, scarves, etc.) | |
| Jewelry | |
| Other Items: <ul style="list-style-type: none"> • Brief Cases • Portfolios | |