

Volunteer Opportunities

Dress for Success Pittsburgh is open Monday through Friday from 9:00 a.m. to 4:00 p.m. By necessity, most volunteer opportunities will be scheduled during these hours of operations.

Administrative Support

Administrative Support volunteers will provide assistance in our offices during operating hours. Duties could include answering the phone, greeting customers prior to their appointments, maintaining a clean and orderly space, data entry and filing, and generally assisting the Branch Manager.

Clothing Inventory

Dress for Success Pittsburgh suit drives are generally met with overwhelming generosity from the community. Unfortunately, we are not always able to use every item donated. Clothing Inventory volunteers are responsible for evaluating all donated merchandise and properly cataloguing it in the storage room. Items we are not able to use are set aside for “Fill a Bag” sales, where all proceeds benefit Dress for Success Pittsburgh’s programs. This is an especially great opportunity if you have a small group of volunteers that wish to participate at the same time.

Client Consultant

Career Consultant volunteers work directly with the customers and assist them in choosing the proper attire. All Client Consultant volunteers must attend a training session and shadow an appointment before they can work with the customers. The training session will instruct volunteers on customer interaction and simple paperwork procedures.

Community Speaking & Outreach

We are inundated with calls from local organizations, universities, corporations, and community groups to talk about the important work we do. We will provide all of the materials and a short video that was produced by the Style Channel, and help you to prepare for your audience.

Pick-up and Delivery

Dress for Success Pittsburgh relies on donations from the community to outfit our customers. Periodically throughout the year, Dress for Success Pittsburgh will hold suit drives at various area locations. Volunteers with large vehicles (preferably trucks or vans) are needed to transport the merchandise from the collection site to the storage room. Additionally, volunteers

are needed to pick up merchandise from our generous corporate sponsors who occasionally provide Dress for Success Pittsburgh with merchandise.

Employment Retention: Professional Women's Group (PWG), ELEVATE!, and Career Center

- PWG focuses on our women who have successfully obtained employment. Accordingly, participation in PWG is by invitation only. PWG offers continued support to and seeks to bolster their confidence by offering a variety of personal and professional development workshops and networking events.
- ELEVATE! Is a support group for women searching for employment. It is a precursor to PWG, as we found many women who needed ongoing access to professional development while they are unemployed.
- The Career Center provides customers with the opportunity to use a computer to fine tune a resume, conduct research, job search on line, or prepare a cover letter.

Volunteers are needed to:

- Conduct Brown Bag Lunch and Learn Workshops on a variety of topics that are entertaining, engaging and educational.
- Present at ELEVATE! and Professional Women's Group meetings on topics related to the core PWG subject areas: Written Rules of the Workplace, Unwritten Rules of the Workplace, Financial Literacy and Work/Life Balance.
- Volunteer at the Career Center during the day to provide one-on-one client assistance with: resume critiquing, cover letter writing, interview preparation, goal setting, on-line career searching, financial planning, or personal budgeting.

Special Event Committee & Advisory Committee

Every organization needs to fundraise, and Dress for Success Pittsburgh is no different. Accordingly, We sponsor a number of events to increase the community's awareness of the organization and, of course, raise money. Producing such an event is no small task and requires the help of many individuals. As such, volunteers are needed to help plan and execute the events. Dress for Success Pittsburgh events typically last approximately 2-4 hours. The Fayette and Washington County Branches each have Advisory Committees that help direct and implement fundraising and awareness building in their community.

Code of Conduct

- Learn about and uphold Dress for Success policies, programs and people.
- Maintain the dignity and integrity of community service through dress, language and demeanor.
- Be willing to learn and participate in orientations, training programs and meetings.
- Ensure confidentiality and privacy in regard to history, records and discussions about the people we serve.
- Understand accountability of volunteers to salaried Dress for Success staff, maintain cooperative working relationships and stay within the bounds of volunteer authority and responsibility.
- Please remember to sign in and out in our log each time you volunteer.
- Abide by all written and verbal agreements.
- Complete assignments in a prompt, reliable and professional manner.
- Notify the Branch Manager in a timely manner if it is not possible to meet a commitment as planned.
- Notify the Branch Manager of your desire to change or end your position with the organization.
- Speak up about your problems and concerns so that they may be discussed and resolved and to ask questions about things you don't understand clearly.
- Accept the guidance and direction of your volunteer supervisor.
- Be alert, sober and drug free while volunteering.

Volunteer Rights

- Be respected, kept informed and listened to by salaried staff.
- Be provided orientation, training, continuing education, support, supervision and evaluation.
- Be given guidance and direction.
- Be heard and have a role in organizational planning.
- Be treated as a co-worker, and valued as a person who can make a unique contribution.
- Have a clear understanding of job expectations: including duties, responsibilities, support structure and time commitment.
- Participate in evaluation of their own performance and evaluation of the volunteer program itself.
- Be given opportunities for leadership and a variety of experiences.
- Have safe working conditions and have any possible risks explained.
- Have volunteer time used wisely.
- Be kept informed about organizational policy, procedures, people and programs.
- Recognition through regular expression of appreciation.
- Be able to freely discuss problems, ask questions, or make suggestions.

It is our hope that this manual has helped to familiarize you with Dress for Success Pittsburgh and its many programs and services. The giving of yourself – your time and talents – is indeed a very special gift. This is essentially what Dress for Success Pittsburgh is all about – People Helping People. Thank you for your volunteer time, effort, and support. We hope that your experience with Dress for Success Pittsburgh will be enjoyable and fulfilling.

Dress for Success Pittsburgh Volunteer Registration Form

Full Name: _____
Last _____ *First* _____ *Today's Date:* _____

Address: _____
Street Address _____ *Apartment/Unit #* _____

_____ *City* _____ *State* _____ *ZIP Code* _____

Home Phone: () _____ Daytime Phone: () _____
E-mail Address: _____ Cell phone: () _____

Birth Date: _____ Preferred Method of Contacting You: _____

Occupation: _____ Company _____
Emergency Contact Name: _____ Cell phone: () _____

How did you learn about Dress for Success? _____

How often would you like to volunteer? Weekly Monthly Short notice? Yes No
_____mornings
What days? _____ _____evenings _____lunchtime _____afternoons

Please share your volunteer experience? _____

Are you interested in finding out more about serving on a committee? Yes No

I would like more information about volunteering with/as a:

Administrative Support Clothing Inventory Client Consultant
Career Center Pick-Up and Delivery Professional Women's Group
Special Events Other (Please describe)

I acknowledge that my participation as a volunteer at any Dress for Success activity is done at my own risk. I further release any and all personnel from any claim whatsoever on account of any first aid or medical treatment rendered during my participation in the activities.

I agree that this Adult Volunteer Release and Waiver is intended to be as broad and inclusive as permitted by the laws of the State of Pennsylvania.

Signed: _____ Date: _____

Witness: _____ Date: _____

For Office Use Only: Db Date: _____ Email: Date: _____ Phone Call: Date: _____ Follow-Up: Date: _____