

Store Captain Job Description

- Pick up your supplies at St. Luke's at 9:00am. Deliver supplies to your assigned stores. Each store needs to have a table, chair, banner, donation jar, fanny pack, paper bags, pens, tape, string, an information packet for the storefront volunteers and an information packet for the store manager. Take along a few large rocks to hold down supplies that might blow away on a windy day.
- Check in with the store manager 1) at the beginning of the day to ask for proper table placement outside the store, to hand them their packet, and request a reminder announcement to shoppers 30 minutes before the end of our last shift of storefront volunteers, and 2) at the end of the day to thank them and make sure there were no problems.
- You will receive contact information for store-front volunteers, drivers, and a 5K team member or sorting captain. They will also have your number to contact throughout the day. Check in with volunteers at your assigned store throughout the day. Their shifts begin at 10, 12:30 and 3:30.
- Pick up storefront tables and supplies at 6:30pm and return them to St. Luke's.