



Interfaith Clothing Centers

Backpack Squad Team Member Job Description

The work of our Backpack Squad Team Member volunteer is a very important part of the success of the School Supplies Program. Thanks to the help of individuals like yourself, we are able to provide Montgomery County school children with the proper tools and supplies needed to start the school year off right.

Team Members

Receive in Donations:

Squad members work in the donation receiving area of the center to accept and log in school supply donations. Attention to detail and excellent customer service skills are required in this task.

Sort Donations:

School supplies are usually donated without being sorted. Squad members go through each donation to separate out like items, i.e. blue pens with blue pens; red pens with red pens; rulers with rulers, etc. The ability to follow directives and work with large amounts of merchandise is required in this task.

Pre-Assembly:

More than one of an item may be placed in each backpack. For example, each backpack may contain 5 pencils rather than 1 pencil. These grouping of items need to be assembled before the backpack can be assembled. Strong concentration and focus is required for this task.

Backpack Assembly:

Groups of Squad members work together in a type of assembly-line to fill each backpacks with the appropriate school supplies. Excellent interpersonal skills, speed, and focus are required for this task.

Squad members are responsible for maintaining a tidy work space at all time while working. Each Squad member is required to clean up and put all items put back in place before finishing work period.

Thank you for your service and cooperation!