



Human Services Programs  
of Carroll County, Inc.

**Position Title:** Opportunity WORKS Volunteer

**Position Description:** HSP seeks a volunteer to assist Opportunity WORKS staff in providing participants with the skills and tools necessary to become thriving members of the workforce. The volunteer will help participants facing severe barriers to employment gain a work history and basic business acumen by assisting in the daily operations of the Second Chances free store and online Ebay business .

**Supervisor:** Trisha Sater **Supervisor Phone #:** 410-386-6676

**Responsibilities:**

- Process and organize donated goods and clothing
- Assist participants in setting personal and professional goals
- Assist in connecting participants with available employment opportunities
- Help participants maintain a clean and orderly storefront at Second Chances free store
- Provide job training and business skills by assisting in the management of the Ebay business
- Immediately notify supervisor in the event of an accident or emergency situation
- Document work hours in volunteer sign in book
- Other duties as assigned

**Qualifications:**

- Must be 18 years of age or older
- Comfortable working with at risk and diverse populations
- Basic computer skills, knowledge of Ebay and online sales platforms
- Strong conflict resolution and de-escalation skills
- Excellent written and verbal communication skills
- Able to maintain participant confidentiality at all times

**Hours:** Flexible weekday daytime hours available. Consult with supervisor for specific hours.

**Compensation:** This is an unpaid volunteer opportunity. Students seeking a work study experience are encouraged to apply.

**Work Location:** 23 W Green St. Westminster, MD 21157. Not accessible by public transit. Volunteers must have access to reliable transportation.

**Contact:** [volunteers@hspinc.org](mailto:volunteers@hspinc.org)