



VTRA

VICTORIA THERAPEUTIC RIDING ASSOCIATION

TACK STORE DONATION SORTER Volunteer Position Description

Training requirements: VTRA Tack Store Training.

Previous experiences recommendations: overall store operations, inventory management, sales, pricing, and horse tack knowledge.

Refers to: VTRA Coordinator of Volunteer.

The VTRA Tack Store Donation Sorter is instrumental in managing the intake, sorting, and organization of all donated items, ensuring efficiency and effectiveness in handling donations for the store.

Responsibilities:

- **Donation Sorting and Organization:** efficiently sort through donated items, categorizing them based on type, condition, and usability. Maintain a well-organized sorting area to facilitate smooth processing of donations.
- **Inventory Support:** collaborate with the Tack Store Manager to integrate sorted donations into the store's inventory system. Assist in arranging displays of donated items in the store to maximize visibility and accessibility.
- **Price tagging & Item evaluation:** develop pricing strategies based on items condition, brand, demand, and comparable market prices. Help track the value of donated items and their impact on the store's finances. Provide input on pricing suggestions for donated items to optimize revenue generation.
- **Safety and Security:** maintain a safe and secure environment for volunteers and customers by implementing safety protocols, conducting regular inspections, and addressing any safety concerns promptly.

**Thank you to all the
VTRA Volunteers!**

**Our Vision: Learning,
connection, and joy
through the power of
horses.**

