

**Participant:**

**Date started:**

**Date ended:**

- **The following “Shift Blocks” are subjective to each participant.**
  - *The amount of times a week they come in*
  - *The success rate of the tasks that are completed*
- **Every Job Participant is different but this is a great way to keep track of how you are doing/what you need to do.**
- *The track that is listed below is an ideal track, if everything is perfect every time it is complete so don't feel like you are behind or going too fast. It is just a guideline.*

The first two shifts are dedicated to informing

**1. An interview will be held with the Job training Coach on the first scheduled meeting**

**-Inform, feedback**

**-Give them the Freshstart Classes paper and let them know that they can get started on that**

**2. The first hour that is marked as a “shift” is Orientation.**

**-Brief tour[where to put your things, nametag, time cards]**

**-Shown the online documents on the website.**

**-Fill out first general availability on the online form, after the check with their schedule.**

**-Give them the Level Pink worksheets and explain. [Goal sheet/Thrift Store visit]**

<b>Shift</b>	<b>Task for Participants and Coach</b>	<b>Goal[if applicable]</b>	<b>✓</b>
<b>3</b>	Tour, using checklist if needed.	Have them acquainted and attentive	
	Train how to straighten	The store looks good for customers and workers. Benefitting Maggie's	
	Run through Volunteer Checklist/Cleaning List	Making it clear that we aspire to have self delegated people here, like any job	
	Scavenger Hunt	Test knowledge of that they have learned	
	Put items out on floor	Keep organized and items flowing so that way we have fresh stuff to sell	

<b>4-6</b>	Remind them about the worksheets if needed	Get them to the second level faster	
	Straighten items and clothing	Hold everybody accountable for how the store looks,making us a more successful business for Maggie's	
	Train how to sort[if possible]	Get through as many donations as possible, allowing us to properly direct donations to places, and eventually sell goods at our store.	
	Reiterate things	Asking questions allows remembrance	
	Train how to put out clothing	The better we are at restocking clothing the more we sell, and the more money for Mothers and Babies!!	
<b>7-10</b>	Hopefully the worksheets will be complete at this point		
	LEVEL ORANGE-Make name tag	Moving up!! Get a \$10 shopping spree. Snag stuff that you set aside.	
	Redress all mannequins	Have fresh displays, moving merchandise	
	Receive Donations	Assures that donors are being attended too. As well as our donations being well organized	
	We are STILL sorting, cleaning, and putting out clothing	You are gradually being a greater and greater asset to the store. As you level up your skills and training are getting fuller and you have more responsibility.	
	Join LinkedIn	Get a taste of professional online life, allowing you to work on your resume and connect with others.	
	Paper applications from anywhere fill out together	Getting familiar and comfortable with talking to managers. Practice is always the greatest thing!	
	Show comfort at the thrift	Knowing that you are confident in your position here and wanting to learn more is an asset in ANY market!	
	Perform and Evaluation	See any changes in plans since we first met, know your goals, and how you are doing at the Thrift	
<b>11-15</b>	Level YELLOW!	MOVING UP! \$10 shopping spree	
	Still doing everything above	You are gradually being a greater and greater asset to the store. As you level up your skills and training are getting fuller and you have more responsibility.	
	Tag Clothing	Preparing our sorted donations to get ready to go out on the floor to sell and make money for Maggie's!	
	Turn in a Cover letter/Resume	Getting you ready for the work force, and interviews that will be set up. Allows you to see on paper what your	

		commodities are and what you can offer a business.	
	Price 10 Items with assistance	Insures that we have trusting people using our inventory. Every business has something that needs to be done very carefully, and few people get to do.	
	Start setting up for Mock Interview	Preferably exposing them to a field that they will actually like to do out of the program	
	Dress to Impress	First Impressions are huge! Sarah will go into more detail about the importance of this task.	
<b>16-19</b>	Level GREEN	Another Level Up!! Another \$10!!!	
	Enter Items/Price on your own	Merchandise is being consistently priced and flowing, allowing us to make money for Maggie's Place	
	Mock Interview	The more experience and practice to more comfortable you will be.	
	STILL doing everything in lower levels.		
	Almost completely self delegated on your shifts		
	Holding a responsibility for how the store looks		
	Start looking for places to do a mock shift	According to what was potentially discussed during orientation	
<b>20-30</b>	LEVEL BLUE LAST ONE!	Another \$10!!	
	Watch register videos		
	Train on Register	Customer service is huge. Since you have been at the thrift you should have been talking with customer and interacting. Money handling is a huge asset and you are the first and last person customers see!	
	Still doing everything in below levels		
	If it hasn't already happened. Help a Mom at a lower level.	We are a team here, and the more we can have trusting people answer questions the better team we are.	
	Do a mock shift at a local business	Experience is where growth happens	
	Arrange graduation.	<i>these are not goals:</i> It should be before/after opening/closing. coffee, goods	

		Invite whom ever daily reflections recap Print two certificates. [hang one up, and frame one to give to graduate.]	
31...	Still schedule if they still need hours, they are alum mom, or in transitional.		

### Scheduling:

- New schedule every two weeks
- Usually have two shifts each day. 10:30-2:30 2:30-5:30 but we can also make exceptions
- Update it via the Change of Availability form online
- Emailing is a plus
- Communication is key
- If you are going to be late/need to reschedule, call and leave a message and email me.
- Potentially having a consistent schedule/days that you come in each week is preferred and more realistic.
- Knowing your schedule and time managing
- Hard Copy by your time cards in the back room
- Bi-monthly email if your availability changes

### Donation Dollars and Payroll:

- This should be in your box every 1st and 3rd Friday of the month.
- Job Participants[Current or Alum] get \$10 an hour
- Alum that are just volunteering get \$5 an hour or 50% off your shift.
- You are responsible for signing in your hours.

Additional Notes/Comments:

---