

**VOLUNTEER POSITION**  
**Castle Rock Collective**  
**Retail Volunteer**

**Description:** This position requires the ability to volunteer onsite at The Castle Rock Collective in Castle Rock, CO and periodically at other Pop-up shop locations during the year.

World Orphans is looking for a qualified, self-motivated, detail-oriented volunteer to assist with product displays, special events, inventory tracking, and social media posts.

**Responsibilities include, but are not limited to:**

- **Displays:** Maintain good appearance, restock, quarterly rearranging displays in coordination with Wellspring Art Director and World Orphans Market Director.
- **Events:** Assist World Orphans Market Director with set up, break down, and sales during special events throughout the year. Assist with recruiting volunteers.
- **Inventory:** Take physical inventory of World Orphans products once a month. Alert World Orphans Market Director when product levels are low and reordering is necessary.
- **Social media:** Periodic posts of World Orphans Market products at The Collective for promotions, holiday specials, featuring specific products or categories, and new products.

**Location:** Castle Rock, CO (or surrounding areas)

**Estimated time commitment:**

- **Displays:** Check store displays to straighten and restock from storage.  
*(Two to three days per week, 1-2 hours total)*
- **Events:** Set up and break down displays and assist with sales.  
*(Three to four events per year, 8-10 hours at each event)*
- **Inventory:** Inventory product categories as requested by World Orphans Market Director for re-ordering. Notice low inventory levels of products and alert World Orphans Market Director.  
*(As needed, approximately once per month for 1 hour)*
- **Social media:** Post on The Collective Instagram account and tag World Orphans Market.  
*(One to two times per week, 1 hour)*

For more information, please email Christine Schneider at  
[Christine@worldorphans.org](mailto:Christine@worldorphans.org)