



## PERSONAL SHOPPER

Mission Statement	Women's Resource Medical Center of Southern Nevada exists to save the lives of unborn children by sharing the love of Jesus Christ through spiritual, physical, emotional and educational support of our clients.
Objective	Personal Shopper is to bring an excellent customer service experience in assisting our clients in their shopping experience in the boutique.
Key Responsibilities	<ul style="list-style-type: none"> <li>• Develop strong relationship with clients by utilizing style assessment and offering assisting in selecting the right clothes.</li> <li>• Receive Client Voucher Forms with Print-Out of Client File Information</li> <li>• Explain Quantity of Clothing Allocated via Client Point System</li> <li>• Assist Clients with Completion of Voucher Forms</li> <li>• Responsible for Accumulation and Deduction of Existing Points per Client Account</li> <li>• Assist Clients with selecting children clothing items</li> <li>• Assist with Client Clothing Preferences</li> <li>• Create Layette Gift Baskets</li> <li>• Other duties as assigned by Client Services Department Manager / Staff</li> </ul>
Personal Development	<ul style="list-style-type: none"> <li>• Continued personal education of God's Word</li> <li>• Development of a "team-mindset" to contribute to the network of appointments and relationship of WRMCSN with clients</li> <li>• Dependable, stable, capable of following through on commitments</li> <li>• Self-motivated, emotionally healthy, able to handle additional pressure, steadfastness, faithfulness, and confidence in the Word of God with the ability to speak its truth in love</li> </ul>
Skills and Qualifications	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Personal, professional and public integrity</li> <li>• Grammar and spelling skills</li> <li>• Strong interpersonal skills</li> <li>• Ability to work under stressful circumstances</li> <li>• Detail -oriented</li> <li>• Excellent time management and organizational skills</li> <li>• Ministry experience and/or community involvement (a plus)</li> <li>• Bilingual (a plus)</li> </ul>
Prerequisites and Requirements	<ul style="list-style-type: none"> <li>• Completion of WRMCSN application / forms / releases</li> <li>• Complete WRMCSN orientation interview</li> <li>• Willing to complete a background check</li> <li>• In agreement of WRMCSN statements:</li> </ul>



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	<p>Mission/Faith/Vision/Commitment/Principal/Care</p> <ul style="list-style-type: none"> <li>• Membership/Fellowship in a local church that upholds the same Statement of Faith as WRMCSN</li> <li>• Completion of Personal Advocate Training</li> <li>• Experience of 25-30 Personal Advocacy sessions per the discretion of the Client Services Manager</li> <li>• Completion of Missionary Counselor Training, resulting in Certification for Crisis Pregnancy Counseling</li> <li>• Attend mandatory Volunteer In Service Trainings (minimum of 2 trainings, per year)</li> <li>• Participate in Quality Assurance Reviews and apply recommendations</li> <li>• Adherence to all applicable policy and procedures of WRMCSN</li> </ul>
Time Commitment	<ul style="list-style-type: none"> <li>• Minimum of 8 hours per month as PA or Counselor</li> <li>• A minimum of 3 month commitment</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability for \_\_\_ months and that I will receive support and appreciation from WRMCSN staff.

\_\_\_\_\_  
Volunteer name (Please print)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WRMCSN Staff Partner (Please print)

\_\_\_\_\_  
WRMCSN Staff Partner Signature

\_\_\_\_\_  
Date