



## **POSITION DESCRIPTION**

**VOLUNTEER POSITION:** Donation Coordinator

**PROGRAM:** Transitional Housing Program

**RESPONSIBLE TO:** Program Assistant, Volunteer Coordinator

**POSITION SUMMARY:** Maintains control of donations received at Gladstone office by sorting items and placing in appropriate location in storage shed and transporting to appropriate location.

### **EXPECTATIONS AND COMMITMENT:**

- Shifts are once a week, but may become less frequent due to fluctuating nature of donations received.
- Minimum commitment: 4 months

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Sort and organize donations
- Maintains cleanliness and order in the shed
- Transports donations to the appropriate location (i.e. Wise Buys Thrift Store, Goodwill, Ragfinery, etc.)

### **DESIRABLE SKILLS:**

- Highly organized, with the ability to work independently and make proactive decisions on the donations received.
- Can lift at least 25 lbs.
- Has a vehicle that can be used to transport donations.
- Has a current driver's license.

### **BENEFITS:**

- Gain resume experience
- Help support the Lydia Place mission by maintaining a clean and organized storage shed