

Donation Room Volunteer *Position Description*

TIME COMMITMENT: Donation Room Volunteers are required to work one 2-4 hour shift per week. Additional hours may be added with room for flexibility during high volume times of the year.

GENERAL RESPONSIBILITIES: Responsibilities include assisting donors in making in-kind donations to DAIS and ensuring that their experience with DAIS is positive, making sure the donation room is organized and tidy, and that donations are accurately tracked and easily accessible to DAIS staff.

SPECIFIC RESPONSIBILITIES

- Make sure the donation room is organized and ready to receive donations.
- Assist donors with their donations and collect donations from reception.
- Track donations as they come in and issuing receipts to donors.
- Sort through donations and separate what DAIS can use from items that need to be disposed of or donated to other organizations.
- Shelf donations into their designated areas.
- Attend Forte Training and donation room observation shifts.

QUALIFICATIONS

- Strong customer service and communication skills.
- Strong organization skills.
- Ability to lift 40 pounds.
- A commitment to improving the lives of people affected by domestic violence.
- Creativity and the ability to think outside the box.