



Donation Room Volunteer

Position Description

TIME COMMITMENT:

Donation Room Volunteers are expected to work one 2–4-hour shift per week. Additional hours may be offered during high volume times of the year.

GENERAL RESPONSIBILITIES:

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

SPECIFIC RESPONSIBILITIES:

- Ensure that the donations room is organized and ready to receive donations.
- Assist donors with their donations and collect or retrieve donations from reception areas.
- Track donations as they come in and issue receipts to donors.
- Sort 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.
- Seek clarification and support as needed from the Shelter Administrative Coordinator.
- Attend New Advocate Training and donation room observation shifts

DAIS' RESPONSIBILITIES TO SHELTER COOKS:

- Train Donation Room Volunteers in the skills necessary to effectively perform responsibilities.
- Provide ongoing training and information.
- Be available for consultation and support.
- Provide reference letters and/or documentation of volunteer hours for employment and education purposes. Letters will be written based on the Shelter Administrative Coordinator's knowledge of the volunteer's service with DAIS and any documentation that may be on file.

QUALIFICATIONS:

- Strong customer service and communication skills.
- Strong organizational skills.
- Ability to stand, walk, reach, and bend.
- A commitment to improving the lives of people affected by domestic violence.
- Creativity and the ability to think outside the box.

TRAINING:

- Full attendance of the 26-hour New Advocate Training is not required. Direction on training needs and expectations will be provided by the Shelter Administrative Coordinator.