



## **DONATION ROOM GUEST SERVICES**

***PARTNERS IN HOUSING/ 21 S. Wahsatch, Colorado Springs, CO 80903***

**Job Title: Cupboard Organizer and Distributer**

**Job Definition:** Responsible for helping sort, stock, and shelve new donations received from community donors as well as distribute the supplies to families in our program as per protocol.

**Job Specifications:** The volunteer sorts, stocks and shelves donations once a month, works on a flexible schedule. Helps put away food deliveries, as needed and helps keep the Cupboard area clean and tidy. Families in our program can be served from the donation room while the volunteer is working in the area.

**Day of Volunteering:** This ongoing job is usually the first week of the month and can be scheduled to adapt to the volunteer's schedule- the volunteer, Volunteer Coordinator, and Colorado House Manager can discuss what day and hours would work best.

**Report To:** CH Manager/Volunteer Coordinator

**Compensation:** None -Volunteer Opportunity

**Record Keeping:** Each volunteer must complete a volunteer application, sign a confidentiality release form, pass a Colorado State Criminal Background Check, report hours spent working on the PIH Volunteer sheet.

### **Qualifications:**

- Pass a criminal background check
- Able to work self sufficiently
- Be organized
- Possess Interactive people skills
- Adaptable to miscellaneous tasks
- Ability to maintain confidentiality of information pertaining to the Families/Children