



## **DONATION ROOM GUEST SERVICES**

***PARTNERS IN HOUSING/ 455 Gold Pass Hts., Colorado Springs, CO 80920***

**Job Title:** Donation Room Organizer

**Job Definition:** Responsible for helping sort, stock, and shelve new donations received from community donors.

**Job Specifications:** The volunteer sorts, stocks and shelves donations once a month, works on a flexible schedule, uses judgment in knowing what donations to keep or donate to other agencies- if PIH isn't able to use the item, and to help keep the donation room area clean and tidy. Families in our program will be shopping in the donation room while the volunteer is working in the area.

**Day of Volunteering:** This ongoing job can be scheduled to adapt to the volunteer's schedule- the volunteer and Volunteer Coordinator can discuss what day would work best.

**Report To:** 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, keep track of the hours spent working on the PIH Volunteer sheet.

### **Qualifications:**

- Pass a criminal background check
- Able to work self sufficiently
- Be organized
- Have people skills
- Adaptable to miscellaneous tasks