



FURNITURE PICK-UP AND DELIVERY

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

Job Title: Furniture Pick-up and Delivery Volunteer

Job Definition: When contacted by Partners In Housing, volunteer would use their personal pick-up truck, van, or other large vehicle to pick up furniture donated to Partners In Housing and deliver it to PIH.

Job Specifications: When PIH receives a request to donate a large item and the donor cannot transport the item to PIH, PIH will contact the volunteer and let them know about the requested pick-up. The volunteer will then coordinate directly with the donor to arrange a time for pick-up. Deliveries will be made to PIH's main administrative building at 455 Gold Pass Heights or another PIH property as designated. Volunteer may need to lift heavy items into and out of their vehicle, either by themselves or with assistance.

Day of Volunteering: This is an on-call position – the volunteer will be called to help out with deliveries as request come in to PIH, and as the volunteer's availability allows. Contact method can be by phone or e-mail, whichever is the volunteer's preference.

Report To: Volunteer Coordinator

Compensation: Documented mileage traveled for PIH pick-ups and deliveries is reimbursable at a rate of \$0.25 per mile. There is no other compensation for this position.

Record Keeping: Each volunteer must complete a volunteer application, sign a confidentiality release form, provide a copy of their driver's license and insurance card, pass a Colorado State Criminal Background Check, and keep track of the hours spent working on the PIH Volunteer sheet.

Qualifications:

- Have a pick-up truck or other vehicle that can transport furniture and other large items
- Have a valid CO driver's license and insurance
- Be able to help lift heavy furniture and other items
- Pass a criminal background check
- Able to work self sufficiently
- Have people skills