

## CHATHAM KENT WOMEN'S CENTRE INC. DONATION SORTING - VOLUNTEER JOB DESCRIPTION

## **JOB SUMMARY:**

The role of a donation sorting volunteer is to organize and sort incoming donations. The volunteer will accept, inspect and separate donations according to the donation sorting guidelines.

## **QUALIFICATIONS:**

- Current CPR and First Aid certification an asset
- Must be able to work with the general public
- > A kind and friendly manner
- Previous donation sorting is an asset
- Must be able to lift a minimum of 25lbs

**ACCOUNTABILITY** - Reports directly to the volunteer coordinator, working cooperatively with all agency team members.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Must complete all required training
- Organize donations according to guidelines
- Accepting of donations from the general public
- Utilize the donation sorting communication book
- Rotate donations in the designated rooms in the CKWC
- > Ensuring safety standards are being followed, wear protective gloves
- All volunteers must remain in accordance with the Confidentiality Agreement
- Maintaining a respectful, kind and non-judgmental view when dealing with clients

