



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

### JOB SUMMARY:

The role of a mover volunteer is to help clients move by providing them aid either transporting items or moving items. It is the responsibility of the volunteer to ensure a professional relationship is maintained when interacting with children, clients, staff and fellow volunteers.

### QUALIFICATIONS:

- Must complete the required training and orientation
- Must be able to lead a team of self-acquired volunteers for the move and inform helpers of the confidentiality policy for volunteers at the Chatham Kent Women's Centre
- Sound judgement in regards to items being moved, safety first
- Maintaining a respectful, kind and non-judgmental view when dealing with clients
- Friendly, professional and polite demeanor

**ACCOUNTABILITY** - Reports directly to the Volunteer Coordinator, working cooperatively with all agency team members. If the Volunteer Coordinator is not available, please see residential staff. Ensure the safety of all movers.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Moving, loading and unloading the clients belongings from one place to another
- Reporting to staff any concerns or disclosures made to them
- Ensure volunteers wear proper attire for moving, no open toed shoes
- Ensure there are no safety hazards or concerns with the items being moved, if you have concerns you have the right to deny moving those items
- Maintaining a respectful, kind and non-judgmental view when dealing with clients
- All volunteers must remain in accordance with the Confidentiality Agreement
- Notify the staff at the Chatham Kent Women's Centre if you cannot make a move as soon as possible, get a person not a voicemail

"THE FIRST STEP  
TOWARDS GETTING  
SOMEWHERE IS TO  
DECIDE THAT YOU ARE  
NOT GOING TO STAY  
WHERE YOU ARE."  
UNKNOWN