



Donation Room Position Description

Position Title: Donation Room Organization Volunteer

Position Type: Shelter Supporter

Purpose: Organize, inventory and sort donations given to Peace House. Clean and organize Donation and storage rooms.

Location: Donation Room volunteers will assist at the shelter or community office.

Key Responsibilities:

- Unpack, sort and organize donations onsite at the shelter
- Inventory donations
- Organize and arrange donations
- Relay any needed items to the staff
- Complete other specified tasks as directed
- Documenting volunteer hours as instructed

Supervised By: The Volunteer Coordinator

Time Commitment: Shifts are 1-3 hours; Minimum of 1 shift per month

Physical/Age Requirements: 16 years or older; ability to lift 25lbs.

Qualifications: Must be well organized and detail oriented

Training Required: Minimum of 24 hours of domestic violence related training including volunteer orientation prior to start

Dress Code: Casual