

**CATHOLIC SOCIAL SERVICES  
VOLUNTEER JOB DESCRIPTION**

**TITLE:** Donation Room Assistant  
**PROGRAM:** Clare House  
**SUPERVISED BY:** Clare House Lead  
**STATUS:** Ongoing  
**UPDATED:** 10/2020

**Job Summary:** This position will assist at the Clare House. The volunteer will support the Clare House donation process with intake, sorting, cleaning and storage of all materials from donors.

**Competencies:** Demonstrated dependability, maturity and initiative in a positive, proactive manner. Ability to be a team player with staff and other volunteers. Strong organizational skills and detail focus to complete tasks. Must maintain program/participant confidentiality and treat each person with dignity and respect.

**Education/Experience:** N/A

**Skills:** Ability to communicate clearly both verbally and in writing

**Duties & Responsibilities**

1. Facilitate the donor intake process in a positive and proactive manner to include dispensing donation receipts.
2. Interact with visitors, staff and participants in a respectful, confidential manner.
3. Clean, organize and dispense donations according to staff directions.
4. Inventory donations as needed.
5. Assist front desk volunteer, as needed.
6. Other duties as requested by agency staff.

**Physical Requirements:** Ability to lift 25 pounds

**Training Requirements:** Attend program orientation and position training

The above statements are intended to describe the general nature and level of work being performed by people assigned to this volunteer position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_