

Donations Center Team Member Volunteer Position Description

Job Role: Donations Center Team Member

Purpose: The purpose of the Donations Team is to greet donors, accept and sort donations, and stock the food pantry and clothing closet shelves accordingly

Location: The HOPE 4 Youth Drop-In Center located at 2665 4th Ave, Anoka, MN 55303

Key Responsibilities:

- Meet and greet donors as they drop off items and offer receipts and in-kind donation forms
- Assure that donated items are weighed in and recorded
- Sort through donations for quality and quantity following HOPE 4 Youth's donation guides
- Stock pantry shelves and organize clothing closet as needed

Reports to: Lead Donation Center Team Member

Time Commitment: One shift per month. We are open Wednesdays and Saturdays from 9 am – 12 pm

Qualifications:

- A passionate believer in the Mission of HOPE 4 Youth, which is to provide pathways to end youth homelessness
- Ability to lift up to 20 pounds
- Ability to communicate effectively with other volunteers and staff team members

Required Training:

- Training will be provided by an existing Lead Donation Team Volunteer and or the Community Engagement Coordinator, on-site at the Drop-In Center.

Age Requirement: 15 years or older with parent permission; Families are welcome to volunteer together on Saturdays

Dress Code: Comfortable clothing

Benefits:

- This position allows you to make a difference for youth experiencing homelessness.
- An opportunity to make a difference in your community and to connect with other caring volunteers.

