

**VOLUNTEER POSITION AVAILABLE
DONATIONS SORTER – BUSINESS OFFICE**

Organization/Position Overview:

Throughout Edmonton and area, for nearly five decades, WIN House has given women and children of all ages and cultures a safe place to flee. From passionate professionals and volunteers, to dedicated donors and champions of the cause, WIN House is committed to providing safety, support, relief and resources for abuse victims.

WIN House is seeking a volunteer who is organized, efficient, flexible, energetic and personable for the volunteer position of Donations Sorter. The Donations Sorter will assist the Donations Associate to organize and sort incoming donations. The volunteer will accept, inspect and separate donations according to the donation sorting guidelines.

Duties and Responsibilities:

- Organize and sort donations according to gender, type, and/or size
- Stock clothing room racks and shelves by hanging items or placing items in appropriate bins
- Ensuring safety standards are being followed
- All volunteers must remain in accordance with the Confidentiality Agreement
- Maintaining a respectful, kind and non-judgmental view when dealing with clients
- Volunteer must be able to lift a minimum of 25lbs. Previous donation sorting is an asset.

Personal Qualities and Skills:

- Fast learner and attention to details
- Ability to work as a “team member” with other staff and volunteers.
- Strong organizational skills
- Self-motivated and able to work with minimal supervision.

Commitment Required:

We are looking for a volunteer who can commit a minimum of 10 hours or more each week from November 1st – February 29th. Between business hours: 8:30am - 4:30pm (Mondays to Thursdays) and 8:30am to 2:30pm (Fridays).

Orientation and training:

Volunteers will receive orientation, tour and will receive training from Donations Associate.

Security:

Applicants will be required to submit a Criminal Record Check, a current Child Welfare check and must be willing to sign an Oath of Confidentiality if hired.

Reports to:

Donations Associate

Applications must be submitted to Mary Anne Nguyen, Marketing and Communications Coordinator by email at marketing@winhouse.org.

Posting: October 24, 2016

Effective: Immediately

Closing: This position will be posted until a suitable candidate is found