

## In-Kind Donations Support Volunteer

**Position Title:** In-Kind Donations Support Volunteer

**Department:** Refugee and Immigrant Services

**Position reports to:**

**Position Status:** Volunteer (Ongoing, Short-term) / Intern/ AmeriCorps

**Purpose/ Objective:**

To ensure newly arrived families have items they need for their new homes

**Key responsibilities**

- Transport and unpack furniture and household items to set up apartments for newly arriving families
- Sort and organize donated items so they are easy to find when identifying items for families

**Time commitment**

- Apartment set up 2-3 hours as needed

**Training and support provided**

- Volunteer will receive Mandatory Reporter, HIPAA, and Universal Precautions training and certifications
- Volunteer will receive access to all LSI online training materials provided to staff
- Volunteer will receive position-specific training from their direct supervisor

**Qualifications**

- Volunteer must be 18 years or older
- Volunteer must maintain acceptable background checks prior to and throughout time interning as required by LSI

**Agency standards**

In the performance of their respective tasks and duties all volunteers are expected to conform to the following:

- Interact respectfully with employees, clients, and other customers
- Uphold LSI's mission, vision, core values, and commitments
- Support LSI's family support philosophy and employee profile
- Adhere to policies, procedures, and program expectations

**Physical Requirements**

- Will occasionally require stair climbing, pushing and pulling, bending/stooping, crouching, and kneeling.
- Must be able to lift 40 pounds.
- Must have average range of hearing, as corrected, to respond to miscellaneous communications and client needs.
- Must have vision corrected to average in order to assess and respond to client needs.

**Signatures**

Volunteer signature below constitutes volunteer's understandings of the requirements, essential functions and duties of the position. The description given is intended to provide information about the general nature of the job and is not an all-inclusive list of the job duties, skills or abilities.

Volunteer Name: \_\_\_\_\_

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