

Donation Room Coordinator

Description: Willis Dady has difficulty knowing what donations are available to give to our clients. Having a volunteer to go through our donations and help organize these is a huge help towards making sure we're always keeping what would be most helpful to our clients, as well as helping us to redistribute donations we cannot use to other agencies. These volunteers will organize the donation room, take inventory, communicate information to the staff, and coordinate with other agencies on donations we cannot take that they may be able to use.

Location: Willis Dady: 1247 4th Ave SE, Cedar Rapids, IA, 52403

Key Responsibilities:

- Organize current donations in our donation room, filtering out donations that are not usable for our agency and redistributing them
- Working with staff to continually update the agency needs list
- Assist with picking up donations if a donor/donation site cannot bring them in

Qualifications:

- Organizational skills
- Intuition
- Cleanliness
- Capable of maintaining confidentiality
- Must have own reliable transportation, with a valid driver's license and insurance *if* picking up food donations, gift cards, hygiene, and cleaning items

Time Commitment: One day every other week is required. Hours can be flexible to what volunteer has available, but should be consistent from week to week.

Training: The volunteer will continually check in with our Shelter Manager and Volunteer Coordinator to ensure we are staying up-to-date on shelter needs, and will receive on-going support primarily from them, but other staff as well from time to time.

Benefits:

- Resume Building- validates organization skills
- Community Outreach
- Community Coordination

Organizational Impact: Our agency staff can spend a lot of their time coordinating and receiving donations. Donations have a huge impact within our agency by providing clients with items that they are not able to purchase. A donation coordinator helps us to spend more time directly serving clients instead of taking time to pick up or sort donations. Additionally, the donation coordinator would build the bridge to ensure all staff are aware of available donations for clients.

Volunteer Supervisor:

VISTA Volunteer Coordinator: volunteer@willisdady.org

Shelter Manager: sheltermanager@willisdady.org