



Volunteer Role Description

Position Title: In-Kind Donation Sorter

Location: Friendship Place Welcome Center

Role Overview:

The In-Kind Donation Sorter plays a vital role in ensuring that in-kind donations are organized and readily available for individuals accessing services at the Welcome Center. This volunteer will work on-site during the Welcome Center's operating hours to maintain a clean, stocked, and well-organized donation area.

Responsibilities:

- Sort and categorize incoming in-kind donations (e.g., clothing, toiletries, household items) based on type, condition, and usage.
- Restock donation shelves and storage areas to ensure items are easily accessible.
- Monitor inventory levels and inform staff of items that need replenishment or items in surplus.
- Keep the donation area tidy and organized, ensuring a welcoming environment for participants and staff.
- Follow established protocols for handling, storing, and distributing donations.
- Assist with other tasks related to donations as needed.

Time Commitment:

Volunteers are needed during the Welcome Center's hours of operation:

- Monday: 9 AM – 12 PM, 1 – 4 PM
- Tuesday: 9 AM – 12 PM, 1 – 4 PM
- Thursday: 9 AM – 12 PM, 1 – 4 PM

The Welcome Center is closed on Wednesday, Friday, Saturday, Sunday, and Federal Holidays.

Qualifications:

- Organized, detail-oriented, and dependable.
- Ability to lift and move light to moderate-weight items.
- Comfortable working independently with minimal supervision.
- Willingness to maintain a clean and respectful workspace.
- A background check may be required, as volunteers may come into contact with the people we serve, referred to as "participants."

Benefits:

- Be part of a mission-driven organization supporting individuals in need.
- Gain valuable experience in donation management and community engagement.
- Make a direct impact by ensuring essential items reach those who need them most.

For more information or to apply for this volunteer opportunity, please contact volunteer@friendshipplace.org