



Volunteer Title: Donation Center Assistant

Department: Development

Time: Weekdays between 8am and 4pm, all shifts must be pre-scheduled

Reports to: Donation Center Coordinator and Volunteer Coordinator

Summary of Position

Assist Donation Center staff by receiving donations and deliveries. Help with other projects as assigned.

Duties and Responsibilities of Position

- Arrive promptly and sign in on volunteer log.
- Greet donors at their vehicles, collect their donated goods and place them in designated areas.
- Follow direction from project leader, ask questions whenever necessary, inform supervisor of any errors.
- Pay attention to detail, keep your workspace orderly, and handle agency materials with care.

Skills & Attitude

- Respect agency policies, such as client confidentiality, standards of conduct, etc.
- Be conscious of what the task contributes to the agency and the importance of it being effectively executed.
- Be courteous to donors, staff members and other volunteers working nearby.

Dress Code

- Do not wear sleeveless shirts or apparel displaying offensive language and/or alcohol marketing or pants with holes.
- Do wear conservative length shorts or skirts and closed toes shoes.

Qualifications

- Ability to stand for an extended period of time and handle physical movement
- Ability to see within normal parameters
- Ability to lift up to 40 LBS

Age Requirement Policy

- Minors must be at least 16 years old to volunteer.

Scheduling & Additional Questions

St. Patrick Center Volunteer Services

spcvolunteers@stpatrikcenter.org

314.802.0681

St. Patrick Center transforms lives and works to create a community where everyone has access to sustainable housing, employment, and healthcare.

800 N. Tucker Blvd. | St. Louis, MO 63101 | P: 314.802.0700 | F: 314.802.1982 | stpatrikcenter.org



SUPPORTED BY THE
ANNUAL
CATHOLIC
APPEAL

