Volunteer Title: Donation Center Volunteer
Department: Development
Time: Weekdays between 8am and 4pm, all shifts must be pre-scheduled.
Reports to: Donation Center employees James Montgomery and Lawrence Tate

Summary of Position
- Assist Donation Center staff by receiving donations and deliveries
- Other projects as assigned

Duties and Responsibilities of Position
- Arrive promptly, sign volunteer log at front desk, and wear volunteer badge
- Greet donors at their vehicles and collect their donated goods
- Place donations in the correct designated areas
- Follow direction from staff member leading project, clarify by asking questions whenever necessary, inform supervisor of any errors you encounter
- 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.
- Maintain a relaxed demeanor so as not to rush through a project
- Be conscious of what the task at hand 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
- No sleeveless shirts, no apparel displaying offensive language and/or alcohol marketing, conservative length shorts or skirts, do not wear pants with holes
- Boots or closed toe shoes are recommended

Qualifications
- Ability to stand for an extended period of time, 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 independently; minors 14-15 years old must be accompanied by an adult chaperone while volunteering.

For scheduling a volunteer opportunity or additional questions, contact:
St. Patrick Center Volunteer Services
spcvolunteers@stpatrickcenter.org
314.802.0681