

VOLUNTEER SERVICE DESCRIPTION

Program:	East Valley Men's Center (EVMC)		
Position Title:	Basic Needs Volunteer		
Reports to:	Program Volunteer Chair, EVMC Supervisor & Program Manager		
Effective date:	5/18/2021	Revision date:	

IMPACT OF POSITION:

By helping to keep the Basic Needs Center stocked and organized, volunteers prevent unnecessary time spent by staff locating items for residents and ensure items are available when needed.

TASKS AND RESPONSIBILITIES: will include but not limited to

1. Sort through donations and identify items to be added to inventory
2. Identify items to be donated or disposed of
3. Organize clothing and all other items so they can be selected quickly
4. Track and Communicate inventory specifics to supervisor
5. Keep Basic Needs Center clean following established protocols
6. Participate and successfully complete all required trainings A New Leaf deems necessary
7. Maintain standards of confidentiality, health protocols and professionalism at all times
8. Adhere to codes of conduct and standards as specified in Volunteer Handbook
9. Additional tasks may be requested as per program needs

QUALIFICATIONS:

- Class One Fingerprint Clearance Card
- Background check
- Must be able to function independently & maintain consistent reliable attendance
- Good organizational, communication and teamwork skills
- Ability to work with diverse populations in culturally sensitive, non-judgmental manner

TIME COMMITMENT:

Minimum 4 hours per week preferred. Various shifts available, mostly Monday - Friday 8:00am-5:00pm.
Minimum 3 month commitment requested. Flexible.

TRAINING

On the job, presentations and shadowing.

By signing this position description, I attest I have read and understood the duties and responsibilities herein. To the best of my knowledge, I do not have any health conditions which would interfere with my ability to perform the duties and responsibilities according to my position description

This organization reserves the right to revise or change position duties as the need arises. This position description does not constitute a written or implied contract of employment or service, and I understand that I will not be compensated for my service.

Print Supervisor Name

Supervisor Signature

Date

Print Volunteer Name

Volunteer Signature

Date