



VOLUNTEER JOB DESCRIPTION

RESOURCE CLOSET ASSISTANT VOLUNTEER TEAM		2 Positions
DESCRIPTION	Resource Closet Assistant volunteers advance the mission of Boys & Girls Haven by collaborating with our operations leadership team to provide a well-stocked and organized Resource Closet for staff and clients.	
ROLES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide assistance unpacking donations and organizing them in the Resource Closet. • Provide assistance with inventorying the items in the Resource Closet. • May assist with light administrative and record keeping of supplies. • Communication with agency staff on any needs or concerns in the Resource Closet. • Maintain a high standard of conduct reflecting a professional approach and positive attitude, shown by caring, cooperation, honesty and respect for others. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Appropriate skill sets for the desired projects. • Flexibility and willingness to adapt based on situational needs. • Volunteers must be emotionally stable and mature, exhibiting a sincere interest in helping youth develop to their full potential. • Volunteers must not have committed a felony at any time or committed a misdemeanor that resulted in imprisonment within the last three years. Other offenses may be considered on a case-by-case basis. 	
AVAILABILITY	<ul style="list-style-type: none"> • Flexible. Days and times vary based on the volunteer project. Daytime, evening and weekend hours available. 	
TIME COMMITMENT	<ul style="list-style-type: none"> • Volunteer with the agency at least monthly. 	
RELATIONSHIPS	<ul style="list-style-type: none"> • REPORTS TO: Facility and Maintenance Supervisor and Chief Operating Officer • PARTNERS WITH: Maintenance Supervisor, Maintenance Assistant, other staff and volunteers depending on needs. 	
TRAINING REQUIRED	<ul style="list-style-type: none"> • New Volunteer Orientation (offered once a month) • General safety and task-specific training provided based on volunteer role and task. 	
BENEFITS	<ul style="list-style-type: none"> • Flexible opportunity to utilize your skill sets and complete volunteer hours in a non-traditional setting. • Participate with other community members who are interested in helping Boys and Girls Haven advance their mission. 	