



Volunteer Position: Donation Room Job Description

The volunteer assists in organizing and sorting the donation room by:

- Placing all bedding, towels, sheets, etc. in the front left hand side corner.
- Assessing items/inappropriate donations that need to be thrown away/placed on tables. *before placing items on tables for the women to go through, please confirm with peer support staff that it is okay.
- Acceptable donations: clothing of any kind, hygiene products, towels, bedding, sheets, blankets, makeup, jewelry, books, large dinner plates and coffee cups.
- Unacceptable donations: housewares including pots/pans, cooking utensils, appliances, etc.
- Going through donation bags and separating shirts, sweaters, jackets, pants, shoes, etc. into clear garbage bags and labelling them.
- Communicating any concerns, comments and positive feedback to Stephanie, Volunteer Coordinator.

To apply, please contact Stephanie, Volunteer Coordinator by email: skills@dewc.ca, and include **"Donation Room Volunteer"** in the message subject.