

Volunteer Position Description

Position Title	Storage Volunteer
Supervised By/ Reports To	Volunteer Coordinator (as needed)
Overview of Position	Organize, inventory, and sort donations given to Doorways.
Specific Tasks	<p>Unpack, sort, and organize the donations onsite at Doorways storage facilities.</p> <ul style="list-style-type: none"> • Document donated items appropriately per the donation receipt and inventory list. • Organize and arrange donated items in correct locations to best utilize space. • Complete specialized tasks per posted instructions •
Time Commitment Required	3-5 hours per month
Physical/Age Requirements	Ability to lift approximately 20 lbs.
Skills/ Education	None required
Experience	None required
Training Required	Volunteer Information Night, Application, Confidentiality Form
Benefits to the Volunteer	<ul style="list-style-type: none"> • Being a part of an award-winning non-profit in NoVA • Monthly volunteer newsletter including highlights and upcoming agency and community events • Supporting agency mission of working to end homelessness and family and intimate partner violence