

Donations Sorting/Cleaning Project Volunteer Job Description

*We provide open doors to safety,
wellness and dignity for our city's
homeless. www.bdhh.org*



POSITION OVERVIEW: The BDHH is grateful to receive clothing, toiletries and other donations from the community. We need volunteers to help staff go through and organize those donations. Duties may include sorting and folding clothing, sorting toiletries, organizing overflow areas to create additional space and sorting through what we cannot keep. Items we cannot keep are donated to GoodWill. This is a great volunteer opportunity for those who are looking for a flexible way to help out in their community!

BDHH is in continual need of cleaning. Volunteer groups have the opportunity to clean our overnight rooms, where more than 100 people sleep every night. While guests are in charge of cleaning up the space around them, the rooms can never be too clean! Volunteers may be asked to do additional cleaning around the shelter, such as trash pickup around the neighborhood, depending on weather and age of group. This is a great opportunity for a group looking to do a service project. Children must always have chaperones.

Time required: Flexible **Volunteers needed:** Flexible

RESPONSIBILITIES

- Work with backroom staff on what help is most-needed that day.
- Sort through donations.
- Organize overflow areas.
- Clean empty bins.
- Divide up what can and cannot be kept.
- Possibly lift heavy bags or boxes.

Note: We are grateful you're here! Don't hurt yourself trying to lift or take down something. We will help when needed.

EXPECTATIONS

- Wear close-toed shoes and clothing appropriate for getting to work!
Come with an open heart to best serve the needs of the day.
- Complete a brief orientation and tour with the Volunteer Coordinator.
- Contact us if you are unable to come; stay home if you are not feeling well.
- *Love thy neighbor.* Respect the dignity of others.
- Before departing, log out and list volunteer hours (volunteer binder at front desk).
- Have fun, smile and enjoy your time with us. We are grateful you are here!

QUESTIONS?

- Contact the BDHH Volunteer Coordinator at volunteer@bdhh.org or 605-809-8423