



Donations Support Volunteer

POSITION, DEPARTMENT

The Donations Support Volunteer will play an integral role in assisting YW staff to oversee all aspects of the gifts-in-kind donations received at the YW Donations Centre located at our downtown facility during the 2018 holiday season. The Donations Receiving Centre will operate on weekdays from December 10th to December 21st.

WHAT MOVES YOU

- You excel at delivering “top notch” customer service and are able to multitask when receiving incoming donations.

WHAT YOU’LL DO

- Deliver excellent customer service to donors during the donation process
- Assist with receiving donations
- Receive and record all types of gifts
- Administer tax receipts to donors
- Steward donors through thank you calls
- Assist in coordinating the moving, sorting, organizing and storage of gift-in-kind donations
- You will be required to lift boxes and pull carts
- Shift will be from 10:00 am to 1:00 pm and 1:00 pm to 4:00 pm
- A police check is required for this position

WHAT YOU’VE DONE

- Volunteers must be over 18 years of age.
- Experience with retail or donations management and/or customer service is preferred.
- Volunteer needs to be highly independent and reliable, organized, flexible, and enjoy working with others.

If you want to volunteer to change lives, we want to meet you.

Apply today – please click [here](#)