



POSITION DESCRIPTION

VOLUNTEER POSITION: Donation Pick-up and Drop-off

PROGRAM: Wise Buys

RESPONSIBLE TO: Store Manager

POSITION SUMMARY: Pick-up bags and boxes of donations from Wise Buys. Deliver those donations to various other organization such as Little Bugs, Ragfinery, Goodwill, etc. Pick up discarded cardboard for recycling to Gladstone Property cardboard dumpster.

EXPECTATIONS AND COMMITMENT:

- Shifts are once or twice a week.
- Days and times are negotiable, but must be during business hours.
- Minimum commitment: 6 months

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Pick-up donations and cardboard at Wise Buys.
- Transports donations to the appropriate location (i.e. Goodwill, Ragfinery, etc.)
- Transport cardboard to Gladstone dumpster.
- Collect receipts for donations itemizing number of bags and/or boxes.
- Return receipts to manager at Wise Buys.

DESIRABLE SKILLS:

- Highly organized, with the ability to work independently and make proactive decisions on the donations received.
- Can lift at least 25 lbs.
- Has a vehicle that can be used to transport donations.
- Has a current driver's license.

BENEFITS:

- Help Wise Buys and Lydia Place with their mission.
- Help the community stay green and reduce landfill.
- Help other non-profits with their mission.
- Gain work experience, develop new contacts and friendships.