

Donations Station

Department: Fund Development	Staff Support: Fund Development and Communications Coordinator
Purpose: Managing donations to ensure they are utilized in the most effective way	
Position Duties <ul style="list-style-type: none"> • Unpack, check, sort and put away donations as received • Maintain Donations Boutique table and community book exchange • Ensure the donations room is clean and well maintained; assist with recycling program 	
The Ideal Person for this Role is <ul style="list-style-type: none"> • Reliable and enjoys organizing things • Comfortable working in a culturally diverse environment • Energetic and physically capable of moving light furniture and home items 	
Training <ul style="list-style-type: none"> • 2 hour Brenda Strafford Society volunteer orientation • 2 hour role specific training • Continuous training on various topics • Police Record Check with Vulnerable Sector Check. 	
Time Commitment <ul style="list-style-type: none"> • Minimum 2-3 hour shift bi-weekly • On-call with 2-3 days' notice or regularly scheduled shifts • Varying hours available weekdays, evenings, and weekends 	
Benefits to Volunteer <ul style="list-style-type: none"> • Making a difference in the lives of women and children who have experienced trauma • Networking with others w/similar interests • Satisfaction of seeing immediate results of a job completed 	
Contact Information <ul style="list-style-type: none"> • Volunteer Coordinator Nikki Knopp 403-270-7240 Ext. 117 n.knopp@brendastraffordsociety.org 	
Growth Potential: <ul style="list-style-type: none"> • Donation Station Lead • All other Volunteer Roles 	Complimentary Volunteer Roles <ul style="list-style-type: none"> • Home Décor Coordinator • Helping Hand