JOB DESCRIPTION

POSITION TITLE: Refugee Household Donation Collection Volunteer

DEPARTMENT: Catholic Charities Diocese of Charlotte – Refugee Resettlement

REPORTS TO: Cira Ponce

POSITION SUMMARY: Collects donated furniture and household items and delivers to CCDOC warehouse.

PRIMARY RESPONSIBILITIES:

- Coordinate pick-ups with staff Warehouse Manager and Volunteer Coordinator.
- Meet donor at designated time and location
- Load items into vehicle(s).
- Transport items to Catholic Charities Diocese of Charlotte warehouse at 2102 Shenandoah Avenue in Charlotte.
- Unload items and move into the warehouse.

ADDITIONAL RESPONSIBILITIES:

- Maintain an accurate record of hours worked each month.
- Other duties as requested by Program Director.

TIME COMMITMENT: Hours flexible.

JOB LOCATION: Mecklenburg county and surrounding areas

SKILLS REQUIRED:

- Truck or other large vehicle
- Must be able to lift heavy items

DOCUMENTATION REQUIRED:

- Volunteer Profile
- Screening Authorization
- Confidentiality Statement
- Acknowledgement of Receipt of Diocesan Conduct Policies