

## **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