



Sarah's Circle

Helping Women Rebuild Their Lives

Sarah's Circle

Donations Coordinator

Each week, Sarah's Circle receives in-kind donations such as toiletries, books, snacks and periodic large shipments of food that are critical to what we can offer women on a daily basis. Many donations received are used quickly and need to be replenished often. Also, certain times of year create a higher demand for items needed. The Donations Coordinator is responsible for receiving in-kind donations, sorting items appropriately and assisting women find the items they are in need of. This volunteer role is important and necessary to keep the facilities of Sarah's Circle organized.

Volunteers are critical to Sarah's Circle's operations. Donation Coordinator volunteers support the mission of Sarah's Circle by encouraging women to empower themselves by rebuilding both emotionally and physically, realizing their unique potential. They help expand the resources and services available to the women we serve beyond the limits of the budget. Volunteers also gain a deeper knowledge of the work of the organization and the women served, often becoming our best advocates in the community. Sarah's Circle volunteers help women rebuild their lives.

Responsibilities include:

- Accept and organize donations at Daytime Support Center
- Regularly clean and sort storage closet
- Assist clients find items they are looking for
- Take inventory of current supplies and donations
- Work with staff to identify items that are most in need
- Deliver items to Interim Housing facility as requested
- Work with staff to plan monthly clothing giveaways
- Deliver items to Care for Real as needed
- Accept monthly/weekly shipments of food and assist kitchen staff with proper storage of food items

Qualification/Skills

- Organized and attentive to detail
- Able to work collaboratively with other volunteers and staff
- Strong interpersonal skills
- Ability to multi-task in a fast-paced environment

Requirements

- Attend orientation training session
- Agree to Sarah's Circle's Volunteer Guidelines
- Understand and uphold Sarah's Circle's Volunteer Policies

Time Commitment: For 3-4 hours weekly for 3-4 months at a time. Shifts are available Monday through Friday 9:00 am-5:00 pm. Able to plan and assist with monthly clothing giveaways.