



# Sarah's Circle

Helping Women Rebuild Their Lives

## Sarah's Circle

### Volunteer Driver

Sarah's Circle needs on-call drivers to collect donations of items from supporters and community partners around the city of Chicago and delivering them to Sarah's Circle. Pick-up opportunities range from goods collected from a donation drive, to delivering sack lunches, to picking up food items at a grocery store and delivering them to Sarah's Circle. This is an opportunity to be a key part of strengthening Sarah's Circle's local partnerships!

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:**

- Assist with the coordination of collecting items
- Work with Sarah's Circle staff and community partners
- Collect important contact information from donors
- Use personal vehicle to accept items on behalf of organization
- Deliver items in a timely manner
- Assist Sarah's Circle when dropping off items at facilities
- Deliver items from Sarah's Circle to Care for Real as needed

### **Qualification/Skills**

- Organized and attentive to detail
- Able to work collaboratively with other volunteers, community partners and staff
- Strong interpersonal skills
- A careful and responsible driver
- Able to meet the requests of Sarah's Circle staff
- Understand that volunteers are not compensated for the services they provide to Sarah's Circle
- Be flexible
- Ability to multi-task in a fast-paced environment

### **Requirements**

- Agree to Sarah's Circle's Volunteer Guidelines
- Understand and uphold Sarah's Circle's Volunteer Policies

**Time Commitment:** Bi-weekly or on need only basis, 4-6 month time commitment preferred.