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VOLUNTEER JOB DESCRIPTION

Position Title: *Clothing Donation Pick-up/Drop-off*

Immediate Supervisor: *Community Resources Coordinator*

Program Description:

Community Resources offers psychological, vocational and practical assistance to women in conflict with the law. Crisis intervention, short term counseling and assistance to women in obtaining food, clothing, and shelter are offered.

Responsibilities/Tasks:

The volunteer will work with the program coordinator to:

- Pick-up clothing donations and drop them off at the agency.
- Drop off any unused clothing at a local thrift shop.
- Assist women in the clothing room (Thurs 1 - 4 and Fri 9 – 12).
- Complete paperwork as needed.

Volunteer Qualifications:

- Must possess a valid driver's license.
- Must possess a vehicle.

Time Required:

- Thursday afternoons
- Varies depending upon donations.

Training Required:

- Training will be provided by the Community Resources Coordinator.

Benefits to Volunteer:

- Knowledge that her assistance benefits women coming out of prison and/or are in conflict with the law who are in need of clothing.
- Mileage will be paid.