

<p style="text-align: center;">DONATION CENTER ASSISTANT Volunteer Job Description</p>
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TITLE:

Donation Center Assistant

LOCATION:

Donation Center, 611 Reily Street, Harrisburg, Pa 17102

TIME:

10 am – 4 pm (M-F) – hours are flexible

DUTIES:

- Greet donors
- Help donors carry donations in from their vehicles
- Weigh donations
- Give donors a receipt
- Go through donations and determine which area should receive the donated items
- Contact our different ministries to inform them what donations have arrived
- Contact outside agencies/partners to offer them surplus donations
- Make sure donation trailer is always clean and organized

QUALIFICATIONS:

- Willingness to serve with a kind heart
- Should wear closed toe shoes and dress modestly