

Volunteer Opportunity – Donations Sorting

All Applicants: Please contact Volunteer Administrator Michelle Latour directly with your availability and your motivation for volunteering at mlatour@coolaid.org

Job Title: DONATIONS SORTING	Bargaining Unit: None
Program: Shelters	Classification: Volunteer
Location: Rock Bay Landing	Pay Grid: Volunteer
Reports To: Volunteer Administrator	Collective Agreement: None

Job Summary: Rock Bay Landing was built in 2010, so that we could better meet the needs of people experiencing homelessness in Greater Victoria. Replacing Streetlink Shelter, Rock Bay houses more people with higher building standards enhancing both lives and community.

The new, purpose-built Rock Bay Landing includes 84 permanent shelter beds, 23 new transitional housing apartments, and two apartments for families — Victoria’s only family shelter.

Generous community members often donate clothing, hygiene, and household items to our shelter – items which make a real difference in allowing people accessing services to stay warm and feel good about themselves. We need a volunteer to help us keep our donations area clean and well organized so that staff are able to connect our clients with the items they need.

Typical Duties and Responsibilities:

We need a volunteer ONCE every TWO WEEKS to...

1. Sort and organize community donations
2. Keep our donations area clean and easily accessible
3. Help create an atmosphere of inclusion

Typically, volunteer shifts are between two and four hours and based on availability. We are open seven days a week, with shifts between 9am and 7pm.

Qualifications

Education, Training & Experience:

Required to complete the Ministry of Public Safety and Solicitor General Criminal Record Check prior to commencement of volunteering.

Skills/Abilities:

Optional:

- Organizational skills
- Experience with or understanding of homelessness, addictions, and/or mental illness

Date Established: May 2018