



## **POSITION DESCRIPTION**

**POSITION TITLE:** Donation Coordinator

**PROGRAM:** Various

**RESPONSIBLE TO:** Lydia Place Staff

**POSITION SUMMARY:** Sorts and organizes Lydia Place donations that our agency receives and helps us disperse these donations to Lydia Place's campuses, items to partner agencies that have an immediate need, and to community partners or businesses who participate in our voucher system benefitting our clients.

### **EXPECTATIONS AND COMMITMENT:**

- Shifts are once a week, but may become less frequent due to fluctuating nature of donations received
- Minimum commitment: 6 months

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Sort, organize, and clearly mark donations
- Maintains cleanliness and order in campus storage locations
- Transports donations between campus storage locations
- Transports donations to the appropriate community partners as needed (i.e. Wise Buys Thrift Store, Habitat for Humanity, Goodwill, Little Bugs, Flip)

### **DESIRABLE SKILLS:**

- Highly organized, with the ability to work independently and make proactive decisions on the donations receive
- Can lift at least 25 lbs
- Has a vehicle that can be used to transport donations
- Has a current driver's license

### **BENEFITS:**

- Gain resume experience
- Support the efficacy and mission of Lydia Place
- Feel great knowing you are getting essential items to the people and agencies in the community who need them most!