



FRIENDS
of the FAMILY
Everyone Has A Home

Donations Volunteer

Location: Waverly or Waterloo Office

Reports to: Office Manager

Dates/ Hours Anticipated: During Office Hours (M-F, 8-4)

Summary: Donation volunteers will support FOF's office manager with the intake, documentation and organization of all donations.

What You Will Do:

- Cover the front desks during designated donation hours at the offices and greet donors
- Collect donations from donor and assist them with filling out FOF's in kind donation form
- Gather donated items and place in donation storage areas
- Maintain and organized donation storage areas
- Assist with food donation in shelter

Qualifications and Competencies:

- Demonstrate FOF's 5 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non- discriminating manner
- Ability to pass a criminal background check
- This position is a part of FOF's Volunteer Accountability Chart and occurs weekly

For more information or if interested, please email Madison Gaffney, Volunteer Manager, at madison@fofia.org with the subject line "Donations Volunteer".