



Furniture Bank Volunteer

PURPOSE:

To assist clients in the furniture bank while they shop for required household and furniture items. Also to receive and organize furniture bank inventory, maintain the cleanliness of the warehouse and ensure the work area is tidy and safe.

SKILLS / QUALIFICATIONS:

- Comfortable lifting and carrying items up to 20lbs.
- Physically able to stand, lift, carry, and walk for extended periods of time.
- Able to use dollies safely and appropriately.
- Strong interpersonal and communication skills.
- Ability and willingness to work in a team environment.

REPORTS TO:

Social Support Coordinator and/or Social Support Assistant (416 847-4142)

RESPONSIBILITIES:

- Organizing and staging furniture and other items in appropriate locations
- Sorting and stocking housewares
- Assist clients in the furniture bank and input selections on an ipad tablet
- Ensure work area is safe, clean and organized

LOCATION: 1960 Ellesmere Road, (at Markham Road) Unit 5, Scarborough.

ORIENTATION & TRAINING:

Program-specific orientation and training provided by the Social Support Coordinator and/or Social Support Assistants. Further training and support will be provided as necessary. Take SCHC Volunteer Training, facilitated by the Coordinator of Volunteer Engagement.

TIME COMMITMENT:

Tuesdays, Thursdays and Saturdays from 9am - 1:30pm. Use of ipad tablet experience is preferred but not required - training will be provided.

Wednesdays and Fridays are non-client facing shifts. Assistance is needed to organize the warehouse and clean up from 9am - 2:30pm. This shift is occasional, as needed, not a regular shift. All volunteers are asked for a commitment period of at least SIX months.

BENEFITS:

- Develop interpersonal and communication skills by working in a team environment and interacting with clients.
- Gain experience while contributing to an efficient functioning of a non-profit, multi-service community based organization.
- Engagement with community members in a unique setting.

September 2018

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