

Donation Center Volunteer

When:

At least one 4 hour shift per month, preferably more!

Where:

Habitat ReStore, 7130 Winchester Rd., Memphis TN, 38125

Description:

Without donations, we don't have a store to operate. Donations Center volunteers work closely with donors who drop off new and gently used items to the store. They help unload donations from vehicles and bring them inside to the processing center. Once in the processing center, volunteers sort, clean, organize and price donations and put them out on the sales floor. If you have great organizational skills and attention to detail, and like working with people, then this position is for you!

Responsibilities:

- Unload donations from donors' cars and provide donation receipts to donors
- Learn the pricing structure for donated items
- Sort "good" donations from recycling/trash and organize items by department
- Clean and price donations
- Carry items to the sales floor
- Assist customers in carrying items to the curb
- Answering the Donation Hotline for pickup information
- Learn the "do not take" list to determine ability to pick up donations and provide donors with alternate solutions if the ReStore cannot pick up their item.

Requirements:

- Knowledge of and commitment to the mission of Habitat for Humanity of Greater Memphis
- Ability to work closely with ReStore staff, donors, volunteers, Habitat homeowners and customers
- Comfortable asking questions
- Self-sufficient, cooperative attitude
- Excellent customer service skills and friendly attitude
- Ability to stand for long periods of time
- After a short "audition" period, at least a once a month commitment is needed, but more often is preferred.

Training:

On-site training is provided by a ReStore manager or lead volunteer. Most volunteers are fully trained within three or four volunteer shifts.