TITLE: Donations Supporter

STAFF PARTNER: In- Kind Program Distributions Supervisor

LOCATION: WINGS Pantry located in 1200 Carnegie St. Rolling Meadows

TIME: Any weekday 9am-4pm.

COMMITMENT: Requesting a commitment to volunteer weekly for at least 6 months

GOAL: To assist in sorting, counting, stocking and organizing in-kind donations to WINGS as an agency and helping to ensure that donations are processed and distributed appropriately for optimal client and agency use.

DESCRIPTION:
• The Donation Site at WINGS receives various in-kind donations to the agency. These include those designated for program- related donations for WINGS Clients in Safe Homes, Transitional Living, and Outreach programs as well as items to be sold at WINGS Resale Stores.
• The Donations Supporters assist primarily by accepting donations at WINGS Pantry, unloading, unpacking, sorting, shelving, restocking and labelling inventory, and filling client/ program requests using packing lists.
• This site conducts special donation drives through the year for gift baskets for Easter and Mother's/ Father's Day, School Backpacks, Thanksgiving Meals, and Holiday Gifts. Donation Supporters help by organizing these donations, assembling them into appropriate packages for our clients, and assisting clients as they come to pick up their items.
• It is helpful (but not required) if you are occasionally willing to assist with dropping off or picking up donations from local sites, most commonly the WINGS resale stores.

THIS MIGHT BE A GOOD FIT FOR YOU IF:
• You believe in the saying "waste not, want not" and are excited about helping donated goods get to someone who can use it.
• You can occasionally lift and move 30 pounds in weight. (Example, a bag full of donated clothing.)
• You enjoy working as part of a team but can also manage assigned tasks with minimal supervision.
• You enjoy organizing!
• Are looking for an opportunity where your work is helping to meet the needs of people in our community. In this role you may have contact with clients. As a result, your ability to accept, understand and relate sensitively to people of varied social, economic, racial, cultural, and experiential backgrounds will be helpful.