

## WAREHOUSE VOLUNTEER

<b>POSITION REPORTS TO:</b>	Stewardship Coordinator
<b>TYPE:</b>	Part-time Volunteer; In-person
<b>HOURS OF WORK:</b>	Weekdays 9AM – 4:30PM, 3–4-hour shifts Requires 1 year commitment, 1-2 days a week
<b>LOCATION:</b>	Richmond Hill Office
<b>PURPOSE OF POSITION:</b>	Responsible for organizing, maintaining, and stocking shelves holding donations in the Richmond Hill office.
<b>OTHER:</b>	A police Vulnerable Sector Screening and proof of full vaccination is required by the successful candidate prior to volunteering.
<b>POSTING DATE:</b>	
<b>CLOSING DATE:</b>	

### About Yellow Brick House:

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, counselling and supportive services to abused women and their children in York Region. Services are provided within a confidential environment that facilitates empowerment to help women and their children to rebuild their lives.

### Summary of Position:

Under the supervision of the Stewardship Coordinator, the Warehouse Volunteer will be responsible for organizing, maintaining, and stocking shelves holding donations in the Richmond Hill office. Such responsibilities include assembling packages, inspecting donations, and cataloguing items. The Warehouse Volunteer must demonstrate a commitment to serving Yellow Brick House clients and to upholding the Yellow Brick House mission. This position is ideal for an individual with strong organizational, teamwork, and verbal communication skills.

### Responsibilities:

1. Ensure that the Client Entrance is well stocked with food and toiletries.
2. Unpack and sort incoming items.
3. Ensure clothing is free of tears and stains and that all buttons/zippers work.
4. Ensure all shoes are in pairs of correct size.
5. Put away all toiletries, clothing, food, toys and household items.
6. Rotate food so soonest to expire will be used first.
7. Make labels/signs as necessary.
8. Pack away items for other seasons for future use.
9. Empty garbage cans and sweep floors.
10. Make up basic food boxes if needed.
11. Make up basic toiletry boxes if needed.
12. Make up transitional packages if needed.

### Requirements:

1. Strong organizational and decision-making skills.
2. Ability to work both independently and as part of a team.
3. Ability to lift and carry 35 lbs as necessary.
4. A “clear” police vulnerable sector screening is required.
5. Proof of full vaccination.

### Orientation/Training:

1. General orientation conducted by Volunteer Department
2. Warehouse orientation conducted by volunteer lead

### Benefits and skills learned from volunteering:

1. Peer networking opportunities
2. Supporting efforts to stock donations for vulnerable women and children
3. Mission, Vision and Values of Yellow Brick House
4. Knowledge of working with multicultural organization and gendered based violence issues

**Please submit resume providing your interest in applying to this position in confidence to [volunteering@yellowbrickhouse.org](mailto:volunteering@yellowbrickhouse.org)**