

SHELTER ORGANIZER VOLUNTEER

POSITION REPORTS TO:	Volunteer Coordinator; Shelter Staff
TYPE:	Part-time Volunteer; In-Person
HOURS OF WORK:	Twice a month 2-4 hour shifts
	Requires 1 year commitment
LOCATION:	Confidential shelter location
PURPOSE OF POSITION:	To ensure that the shelter's storage areas have adequate food and supplies (clothing, toys, etc.) and remains organized to ensure supplies are easily accessible to shelter staff.
OTHER:	A police Vulnerable Sector Screening is required by the successful candidate prior to volunteering.

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 Volunteer Coordinator, the Shelter Organizer Volunteer will be responsible for ensuring that the shelter has adequate food and other supplies, including ensuring maintenance of stock and replenishing stock as it runs low. The Shelter Food Organizer 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. Check non-perishable items for their expiry dates, dispose of expired food, and put soon-to-expire food at the front of the shelf.
2. Dispose of any old perishable food.
3. Ensure variety of food available to clients in kitchen cupboards and fridge.
4. Replenish kitchen cupboards and pantry from basement food storage or from RH warehouse.
5. Restock other items as needed (clothing, shoes, program supplies, etc.).
6. Ensure storage spaces remain organized and easily accessible.

Requirements:

1. Strong organizational and decision-making skills.
2. Ability to work both independently and as part of a team.
3. Excellent verbal communication and interpersonal skills.
4. A clear police vulnerable sector screening is required. (VSC)

Orientation/Training:

1. General orientation conducted by Volunteer Department

Working Conditions:

1. Works in a comfortable environment either inside or outside in typically pleasant conditions. Typical conditions are such that no risk of any injury or harmful effect is likely.
2. Must be able to stand for extended periods of time.
3. Must be able to lift 35 ILBS.

Please submit resume / subject line “the volunteer position title” that interests you to volunteering@yellowbrickhouse.org