

Posted: October 25<sup>th</sup>, 2023

## **EXTERNAL POSTING**

### **Gift in Kind Donation Program Volunteer**

Are you an advocate for ending gender-based violence in all its forms? Do you enjoy administrative tasks and writing notes? Do you like meeting new people and accepting donations that will be sent out as gifts? Do you LOVE to drive? If you said yes to any or all of the above, we have a volunteer role for you this holiday season.

Our holiday campaign begins right after Remembrance Day and runs until the end of December and we need volunteers to help make it run smoothly!

For all our current volunteer opportunities please visit <https://ywcapeterborough.org/give/volunteer>

#### **What We Do:**

YWCA Peterborough Haliburton provides safe shelter, resources and support to help women safely escape gender-based violence, build upon their existing strength, and move forward in their lives. With the help of our community, we're interrupting the cycle of gender-based violence and creating a safer, more equitable future for all.

#### **Description of Position:**

Our Gift-in-Kind Donation program relies on in-kind donations from individuals, groups, and organizations for the women and children using our services. They are non-cash gifts, including goods and services. Gift-in-kind donations include physical items, such as clothes, shoes, toys, hygiene products, etc. There are many benefits of Gift-in-Kind donations to our organization. In-kind donations bring in much-needed supplies and help reduce expenses so funds can be re-allocated to other areas of the organization. They also help build relationships with individual and corporate donors who might not make a financial contribution to our organization.

The Gift-in-Kind Donation Program Volunteer plays an important role during the holiday season. This volunteer opportunity includes accessing the current needs of the different programs, answering phone calls for Gift-in-Kind donations or inquiries, coordinating donation drop-offs, and distributing the donations to the appropriate locations in a timely manner.

#### **Duties Include:**

- Answer phone calls related to Gift in Kind donations;
- Coordinate client & resident needs with Site and/or Program Managers and communicate findings to the Volunteer and Administration Coordinator and Communications Manager for website and social media updates;
- Coordinate Gift in Kind donation drop offs at the Administration Office;
- Accept Gift in Kind donations and complete donation paperwork;
- Check Gift Card balances when received, note the amount on the physical card, record donation details for Philanthropy as per the Gift Card procedure.



### **Required Skills and Qualifications:**

- Excellent customer service;
- Excellent ability to coordinate and prioritize tasks;
- Proficient with phones, computers and printers;
- A positive attitude, enthusiasm, and friendly;
- Understanding of the YWCA Peterborough Haliburton values and the desire to promote them;
- All volunteers must be at minimum 16 years of age;
- Valid drivers license and vehicle would be an asset

### **Training Provided by YWCA:**

- Attendance to an orientation session is required prior to starting official volunteer shifts;
- Training will be provided on:
  - Background of the cause or community need;
  - How to communicate the organization's mission;
  - Goals for the activity and evaluation methods;
  - How to perform the volunteer tasks and responsibilities;
  - Safety measures;
  - Rules of volunteering with our organization;
  - Overview of equipment and how to use it;
  - How to submit volunteer time.

### **Position Benefits:**

- Meet new people and network with like-minded individuals;
- Increase your skills in communication and stewardship;
- Receive access to exclusive volunteer opportunities and YWCA Peterborough Haliburton events;
- Become a critical part of the YWCA Peterborough Haliburton as well as getting to know our staff, donors, and volunteers;
- Give back to your community and contribute to raising funds for our much-needed programs and services.

### **What You Need to Know:**

- Volunteers under the age of 18 require a waiver signed by a parent or guardian.
- The time requirement for this position will be a minimum of two (2) days per week totaling approximately 14 hours per week beginning as soon as possible until January 15th. Additional days may be required between December 18<sup>th</sup>-22<sup>nd</sup>. Our administration office is closed between Christmas and New Years.
- A Criminal Record with a Vulnerable Sector Check will be required prior to starting official volunteer shifts.



- The YWCA Vaccination Policy requires all employees to be fully vaccinated against COVID-19. Valid exemptions pursuant to the Ontario Human Rights Code will be assessed on a case-by-case basis.