



In-Kind Donation & Admin. Volunteer (2-4 hours/week) **Wednesday Afternoon or Thursday Morning or Afternoon**

Age restrictions: 18 or over | GED or High School Diploma required

Summary of Role: Our In-Kind Donation & Admin Volunteer will assist in organizing our donations of goods and help with daily administrative tasks as needed.

Duties and Responsibilities may include but are not limited to:

- Receiving in-kind donations
- Processing in-kind donations
- Organizing and stocking donations in a variety storage rooms
- Help with mailings
- Assist with large projects

Schedule: A minimum of 2-4 hours per week – **Wednesday PM or Thursday AM or PM**

Required Experience:

- Detail oriented
- Organizational skills
- Able to work individually but as part of larger goal
- Independent and internally motivated

Age Minimum: 18 or older

Additional Eligibility Qualifications:

- The volunteer must frequently lift and/or move up to 50 pounds.
- While performing duties on this job, the volunteer is regularly required to stand for long periods of time, and use hand to handle or feel.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Are you a match and interested?

Current Volunteers: Email VolunteerInfo@FamilyPeaceCenter.org and let us know!

New Volunteers: Please go to <https://www.familypeacecenter.org/volunteer> to complete the "Volunteer Application – Ongoing Commitment" located in the box below the open ongoing positions and return to VolunteerInfo@FamilyPeaceCenter.org