



JOB DESCRIPTION

VOLUNTEER DRIVER

REPORTING: IS RESPONSIBLE TO AND REPORTS DIRECTLY TO THE VOLUNTEER COORDINATOR OR SUPERVISOR ON DUTY

FUNCTION: TO PROVIDE SUPPORT TO SHELTER HOUSE STAFF BY ACQUIRING FOOD DONATIONS FROM VARIOUS LOCATIONS

TIME COMMITMENT: UP TO 4 HOURS

A. RESPONSIBILITIES

- 1) To pick up Shelter House vehicle and appropriate supplies if needed (Use of own vehicle is allowed)
- 2) To safely travel along route to pick up from various locations
- 3) To professionally liaise with staff at locations for pick up
- 4) To connect with Shelter House staff when pickups are complete to unload van
- 5) To inform staff when vehicles require gas or may require maintenance
- 6) To inform Shelter House staff if unable to fulfill commitment within a reasonable time frame

B. QUALIFICATIONS

- 1) Valid Class G Drivers License or willingness to be a passenger
- 2) Ability to be added to the Shelter House insurance
- 3) Ability to lift up to 40LBS
- 4) Positive, cheerful attitude
- 5) Ability to represent Shelter House while modeling the core values of the organization

C. BENEFITS

- 1) Getting involved in the neighborhood
- 2) Building and fostering relationships with people and businesses in our community
- 3) Assisting Shelter House to best provide for those in need
- 4) Studies show that volunteering has various health benefits
- 5) Building skills for a resume and future job prospects