



## JOB DESCRIPTION

### GENERAL VOLUNTEERS

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

**FUNCTION:** TO PROVIDE SUPPORT TO SHELTER HOUSE STAFF IN EXECUTING DAY TO DAY ACTIVITIES AND FUNCTIONS

**TIME COMMITMENT:** TIME VARIES BASED ON ACTIVITY

#### **A. RESPONSIBILITIES**

- 1) To register for events and activities of interest
- 2) To provide assistance to staff where needed IE: sandwich making, laundry, dishes, cleaning, organizing storage etc.
- 3) To connect with appropriate person to sign in and sign out
- 4) To perform tasks as instructed by supervisor
- 5) To connect with appropriate staff/supervisors should any questions or concerns arise at the event
- 6) To inform Shelter House staff if unable to fulfill commitment within a reasonable time frame

#### **B. QUALIFICATIONS**

- 1) Ability to work as part of a team or as an individual
- 2) Ability to lift up to 20LBS
- 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