

Habitat for Humanity of Greater Chattanooga ReStore Donation Processor: Volunteer Position

Volunteer Service Description: With donations showing up at our door on a regular basis, the ReStore Donation Processing position is one of the most vital. We want to ensure our donors are helped quickly and effectively. Unfortunately the ReStore currently has limited space and can only accept certain items in reusable condition. This position is crucial to the ReStores success.

Responsibilities:

- Checks donations for acceptability using ReStore criteria.
- Assist with tax-deduction receipts
- Unloads items into the receiving room

Volunteer Impact: The volunteer will play a direct role in increasing sales in the ReStore. Ensuring only quality items are on the sales floor will increase customer satisfaction. Additionally eliminating unwanted donations will decrease the amount the ReStore sends to the landfill and charges associated with it. The profits from the sale of items at the ReStore will go directly back into the community by enabling HFHGC to build more homes and serve more families.

Age Requirements: Volunteers must be at least 18 years old to volunteer alone. Adults must accompany volunteers aging 16-18 years old.

Skill Qualifications: Good communication skills and ability to work with customers is necessary. Must have the ability to lift up to 25lbs. Flexibility and the ability to help with a variety of tasks that may arise are also needed

Time Commitment: Volunteer hours will take place Wednesday – Saturday 9:00a – 4:00p. We are looking for volunteers to commit to a minimum of one half day per week.

Training & Supervision: Provided by the ReStore Manager

Contact: Dawn Hjelseth, Director of Volunteers at dstoike@habichatt.org or 423-756-0507 ext.16