

## Donation Room Coordinators



Help ensure the overall efficiency of World Relief Minnesota (WRM) in collecting and distributing in-kind resources for newly arrived refugees. Resources include hygiene products, kitchen ware and utensils, bedding, towels, cleaning products, and warm clothing.

### Job Description

#### Responsibilities:

- Manage the upkeep of the donation room. This will include transferring resources from our 'holding area' to their proper place in the room as well as grouping and labeling bedding according to size.
- Make occasional trips to the laundromat with sheet and blanket donations to ensure refugees have clean bedding and towels upon arrival.
- Put together Welcome Kits as needed by the Case Managers. Keep a record of items given and items still needed for each kit.
- Assist refugee families as they pick out their winter outerwear.
- Identify in-kind resources that are low in stock. Assist the Community Engagement Coordinator in soliciting these resources.

#### Qualifications:

- Willingness and ability to work within the structure of WRM's mission, policies, and procedures.
- Ability to work independently.
- Ability to be on your feet for a couple hours at a time.
- Good organizational skills.

#### Benefits:

- Contribute to a welcoming resettlement experience for refugee families.
- Work behind the scenes and be an essential contributor to the overall effectiveness of a Christian non-profit organization.
- Gain knowledge about the inner-workings of a Christian non-profit.

Time Commitment: 2-4 hours per week during business hours (M-F 8:30-5).

Location: World Relief Minnesota office - 1515 E. 66<sup>th</sup> St, Richfield, MN 55423

**How do I become a Donation Room Coordinator?**

1. Complete the volunteer application and background check form. (Both can be found at the WRM website: <http://www.worldreliefmn.org>)
2. Meet with the WRM Community Engagement Coordinator.
3. Attend a volunteer orientation.
4. Check in with the Community Engagement Coordinator before your shift to get your tasks for the day.
5. Report your hours to the Community Engagement Coordinator once a month.

Contact: For more information, please contact Katie Day, Community Engagement Coordinator, at 612-798-4332, or email us at [mnvolunteers@wr.org](mailto:mnvolunteers@wr.org).