

MATERIAL AID



- Lima & Ottawa
- Open to women or men
- Rare additional training
- Requires 4 hours per month minimum
- Reports to Material Aid Coordinators

TIER:

OVERVIEW

This is an ongoing role that is vital to keeping our donation-based boutiques and material aid program running well... safe, clean, smooth, organized, and efficient. We provide only "resale" quality, dignifying items to our clients who earn them at no cost. This includes maternity wear, formula, diapers, toiletries, and hygiene items.

IDEAL CANDIDATES

- Work independently most of the time, but collaborate as a team when large amounts of donations or big projects like the garage sale take place.
- Understand the importance of adhering to safety and legal policies such as recall checks.
- Present Christ in a loving and kind way, as often and as deep as the clients welcome.
- Respect clients whose beliefs or behaviors may not agree with ours, while still modeling Christ-like love and Christian values to them.
- Be comfortable hanging, folding, displaying and pricing items in the boutique following written guidelines and verbal instructions
- Collaborate with Material Aid Coordinators on storage amounts, overstock, understock, needs, and shortages.
- Follow instructions if damaged or recall items need to be destroyed or disposed of.
- Ability to lift or carry 20lbs and/or engage help to do so for you (bags, boxes, totes, tubs etc)
- Be available weekly or biweekly in 2-4 hour increments, but this can be on your own schedule during our office hours.
- Accept and understand that items with heavy wear or are simply overstocked may need to be re-donated to other organizations we support.

REQUIREMENTS

- Application & Interview
- Understand and agree to the Commitment of Care & Competence and the Statement of Faith
- Shadow experienced volunteers for several days
- Ability to climb stairs (work area is in basement)
- Lift a minimum of 20lbs
- Reach/lift to eye level, and ask for help to ensure safety of yourself & others
- Complete any trainings as needed (rare)

DAILY DUTIES

- Evaluate donated items for stains, wear, tears, strong odors etc to determine if it's suitable for our boutique and presents a feeling of dignity to those receiving it
- Clean/disinfect large items like strollers & swings
- Evaluate large items for broken or missing parts, ability to function, safety concerns etc
- "Price" large items going into boutique
- Restock clothing, bedding, feeding supplies, baby foods, formula etc as instructed or as needed.
- Read size tags on clothing items to hang or sort appropriately
- Assist clients shopping in boutique when Client Advocates are unavailable.
- Keep sorting room, storage bins, boutique and basement shelving neat and tidy
- Restock diaper & wipes drawers as needed

SKILLS & GIFTS

- Faithful Christian Values** ● ● ● ● ●
- Kindness and Compassion** ● ● ● ● ●
- Technology and Software** ● ● ● ● ●
- Active Listening** ● ● ● ● ●
- Administrative Tasks** ● ● ● ● ●
- Medical Training** ● ● ● ● ●