



Volunteer Position Description

Title	Dorm Supply – Winter Season
Description	The Dorm Supply volunteer is responsible for helping Program Staff distribute items to residents that meet their basic needs (toiletries, laundry detergent and first aid supplies), answer phone calls, sort donations, and other duties as needed.
Time Commitment	<ul style="list-style-type: none"> • Weekly or every other week • Evenings (5:15 – 7:15pm & 6:45 – 8:45pm); Mornings (6:00 – 8:00am) • One or two positions available per shift
Reports to	Volunteer Manager; Program Staff
Works with	Program Staff; Other Volunteers; Shelter Residents
Primary Duties	<ul style="list-style-type: none"> • Distribute toiletries, over-the-counter medications, first aid supplies, laundry detergent, and bath towels upon request (limiting supplies as appropriate). • Clean and organize the supply area, including sorting and organizing donations. • Retrieve personal mail for residents as they request it. • Check off chores on the chore list as residents report that the chores are completed (assignment of chores should be done by staff). • Provide information about shelter services and procedures. • Answer incoming phone calls, respond as appropriate or request staff assistance, and take messages for staff or residents. • Other duties as requested by staff.
Skills Needed	<ul style="list-style-type: none"> • Kindness, patience, respect for others • Ability to remain calm in potentially stressful and chaotic situations • Good communication and problem solving skills • Desire and ability to learn in detail about the shelter’s programs, procedures, services, and facility • Willingness to take direction and work independently • May be required to stand for up to 2 hours and lift at least 15 pounds
Training Provided	<ul style="list-style-type: none"> • Dorm Supply Training • Annual or bi-annual volunteer review and feedback
Benefits	<ul style="list-style-type: none"> • Be a part of and give back to the community • In depth knowledge of the shelter’s programs, procedures, and services • Maximize the staff’s ability to provide high quality services to Shelter clients

Boulder Shelter Core Values:

- ❖ Treat all with dignity
- ❖ Offer support and opportunity
- ❖ Achieve through competence and creativity
- ❖ Practice responsible stewardship