



Volunteer Position Description

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| Title | Linens – Winter Season |
| Description | The Linens volunteer is responsible for helping Program Staff during nightly resident intake by preparing and distributing one set of bedding for each resident as they enter the shelter. |
| Time Commitment | <ul style="list-style-type: none"> • Weekly or every other week • Evenings (5:00pm – 7:00pm) • 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"> • Greet residents as they enter the shelter. • Fold and distribute one set of linens (one flat sheet and one blanket) to each resident. • Limit the supplies provided to one set of linens per resident, so that there is enough to go around. • Retrieve clean linens from the basement laundry room as necessary. • Remind residents that towels are distributed at dorm supply. • 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 • 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"> • None necessary |
| Benefits | <ul style="list-style-type: none"> • Be a part of and give back to the community • 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