**Position Title:**  **Exodus Donations Organizer**

**Supervisor:** Tom Tuttle, Housing Manager

**Team:**  Refugee Resettlement

**Status:**  Volunteer

**Hours: 20-40 hours per week (40 preferred); Weekdays; ASAP thru March 31**

Exodus/CWS do not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability or veteran status in employment or in the provision of services.

**Primary Purpose:**

The Donations Organizer is responsible for sorting and organizing donations received, in order to prepare them for distribution. The Donations Organizer works closely with resettlement staff to communicate donations supplies and needs. The Donations Organizer is also responsible for documenting donations in any ways required by Exodus staff and to meet its office needs.

**Essential Duties:**

* Sort donations according to category, size, and type as requested by Exodus.
* Identify and arrange for disposal of any donations which do not meet needs and standards for resettlement items.
* Clean or repair, or arrange for cleaning or repair of items if needed.
* Prepare items as needed for distribution to arriving refugee/s.
* Maintain records and inventory as requested.
* If/as needed, provide donors with required receipts for donated items.
* Keep informed of refugee and immigration issues, using current information to educate the broader community and raise community awareness.
* Accept other duties as assigned, including transporting clients in personal vehicle.
* Ensure that all volunteers are adhering to Covid related policies (i.e. social distancing, masks and testing) as recommended by CDC and/or local government.

**Qualifications:**

**Education:** High school diploma or equivalent.

**Experience:** Two years of experience in a non-profit setting preferred.

**Other:**

* Cultural sensitivity, respectful communication, and commitment to teamwork are essential.
* Must hold a valid U.S. driver’s license issued by the state of Indiana.
* Must have sufficient auto insurance at a level of 100,000/300,000/100,000.
* Pass a background check as required by Exodus.
* Complete training as required from Exodus.
* Adhere to agency Policies and Procedures.

**To Apply:**

* Email rick@indianadisciples.org AND sstanley@dhm.disciples.org with your interest ASAP! Put “Exodus Volunteer” in the Subject Line.