SHELTER FOR ABUSED WOMEN & CHILDREN
JOB DESCRIPTION

Title: On-call Donation Driver
Reports to: Development & Volunteer Manager
Status: On-call

Description: Responsible for the pickup and delivery of in-kind donations to The Shelter and/or Options Thrift Shoppe. Responsible for managing a schedule of pick up locations and maintaining proper records of donated items.

Requirements & Skills:
- Ability to work independently
- Highly responsible, able to self-manage and work with limited supervision in the field
- Ability to represent The Shelter within the community in a highly professional and engaging way
- Must be flexible
- Must be physically mobile and able to sit, stand, bend, stoop, and lift 20+ pounds.
- Must have a good driving record
- Must have large vehicle for donations
- Must be full-time resident
- Must provide proof of insurance

Duties: Pickup and Delivery
- Available on an on-call basis throughout the week with some weekend availability to pick up and deliver any in-kind donations within Collier County including but not limited to food donations, holiday donations, back to school donations, and cell phone donations.
- Maintain donation slips from donors and ensure they are properly completed and delivered to Development & Volunteer Officer
- Track mileage
- Ability to answer basic questions from donors about The Shelter

ADA: Must be physically mobile and able to sit, stand, bend, stoop, and lift 20+ pounds. The Shelter for Abused Women & Children complies with the Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making

employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

*Signature of Preparer*_____

Date _____

*Signature of Employee*_____

Date _____