



Donation Support Assistant

Volunteer Position Description

Position & Responsibilities

Role Summary

Harriet's Closet is an invaluable Tubman resource: a curated selection of clothing for teens and adults of all genders, it offers a personal shopping experience for community members and Tubman clients at no cost to them. The Donation Support Assistant helps consolidate and transport donations made to Harriet's Closet that do not meet our donation guidelines.

Impact & Benefits

- Lighten the load for our staff and volunteers while ensuring our donors' contributions are put to good use

Position Responsibilities

- Communicate and collaborate with Personal Shopper volunteers in Harriet's Closet
- Transport donations that don't meet our guidelines to other local nonprofits

Qualifications & Expectations

Position Qualifications

- Enjoy working independently with occasional collaboration as needed
- Ability to maintain confidentiality
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Valid driver's license and reliable transportation

Time Commitment & Availability

- Commit to 2-3 shifts per month with a flexible schedule between 8 am and 5 pm
- Attend quarterly Harriet's Closet volunteer team meetings and check-ins with supervisor

Supervision & Training

- Welcome to attend Tubman's Volunteer/Intern Orientation and Training series
- Supervised by the Sustainability Services Manager

Organization

For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. www.tubman.org.

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.