



White Bird Clinic
Eugene, Oregon

Volunteer Donation Sorter – 341 E 12th Ave

UNPAID VOLUNTEER POSITION

(NO INTERACTION WITH CLIENTS OR CLIENT DATA)

General Volunteer Scope of Duties

Volunteer works with the White Bird Clinic – Admin and NEST team to receive, document and sort incoming donations.

Volunteer Position Responsibilities:

- Determine quality, sort and label incoming donations
- Communicate with office staff when supplies are getting low or reaching capacity
- Keep a clean and tidy environment

Required Qualifications:

- Ability to work with minimal supervision
- Experience with sorting clothing donations
- Ability to solo lift and move heavy clothing and supply totes
- Traverse narrow/steep stairs to reach work area
- Pass a background check prior to assuming duties

Preferred Qualifications:

- Experience in trauma-informed care and/or want to provide services to those in need
- Ability to multi-task
- Ability to receive feedback appropriately and compassionately

Volunteer will be trained by and have oversight from the Volunteer Coordinators, NEST Program Manager, and Executive assistant

Volunteer will have the opportunity to attend NBT (New Bird Training).

Hours: 3 hours once a week with the opportunity to extend weekly hours based on agency need and volunteer's availability.

Schedule: Flexible, based on need and volunteer availability.

Reports to: Volunteer Coordinators, NEST Program Manager, and Executive assistant

Department Coordination/Staff Leadership Responsibilities: No

MISSION

Since 1969. White Bird is a collective environment organized to enable people to gain control of their social, emotional and physical well-being through direct service, education, and community.

VISION

White Bird Clinic provides compassionate, humanistic healthcare, and supportive services to individuals in our community, so everyone receives the care they need.

VALUES

White Bird Clinic's core values are compassion, client-centered care, community focus, individual empowerment, and service accessibility.

Volunteer Name printed: _____

Volunteer Signature:_____

Date Signed:___ / ___ / _____

HR Staff Name printed: _____

HR Signature:_____

Date Signed:___ / ___ / _____

