



# Donation Cycle Champion

## Volunteer Role



### Organization

Goodwill of Western Missouri & Eastern Kansas has a rich, 125-year history. Everyone knows Goodwill for our thrift stores, but few know what Goodwill is really all about. The sale of donated items provides funds that stays local, supporting thousands of jobseekers with barriers to employment. We believe in the Power of Work and are committed to helping people earn and keep jobs in this community. That is why 88¢ of every dollar Goodwill spends goes directly into our mission, not into shareholders' pockets.

### Mission

Goodwill empowers people to discover their potential and adapt for the future through the power of work.

### Definition: Donation Cycle Champion

A volunteer willing to engage in the key functions of the donation cycle, adding critical capacity to Goodwill retail locations. This role helps to ensure that our stores are operating efficiently to divert items from landfills, and to maximize sales in support of the employment services and programs we provide to our community.

### Essential Tasks

Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. Volunteers may perform some or all of these duties.

- Placement of donated merchandise on designated clothing racks and shelves
- Pull unsold merchandise from the sales floor in preparation to send to the outlet
- Assist with unloading donations from cars and pre-sorting
- Maintain a neat and orderly sales floor
- Assist with special projects as assigned by store leadership

### Qualifications and Skills

- Ability to represent Goodwill in a positive manner
- Good Communication Skills
- Desire to stay moving and on your feet for duration of shift
- Ability to relate to a diverse population
- Enthusiasm for Goodwill's Mission and Activities

### Work Environment

Locations vary. This opportunity operates in a retail and warehouse production environment. Volunteers should wear closed-toed shoes, such as tennis shoes or work boots, jeans, and a comfortable top.

## Commitment Requirements

Ongoing volunteers (including those completing Community Service hours) are required to commit to a minimum **cumulative** 20-hour commitment in a three-month period. Each shift must be a minimum of two hours in duration.

The 20-hour cumulative minimum requirement does not apply to one-time volunteer group events.

## Screening Requirements

A background check is required for ongoing volunteers at our retail locations.

This requirement does not apply to one-time volunteer group events.

## Training and Orientation

In-person training and orientation will be provided at your first shift.

*This Volunteer Position Description is for an opportunity with Goodwill of Western Missouri and Eastern Kansas. This is a volunteer position only. More information on our volunteer program and volunteer policies may be found at [www.mokangoodwill.org](http://www.mokangoodwill.org) and by contacting [gvolunteer@mokangoodwill.org](mailto:gvolunteer@mokangoodwill.org).*

