 **Position Title:** Shelter Facilities Volunteer

**Position Type:** Volunteer

**Volunteer Summary:** Individuals well suited for this volunteer opportunity are capable of performing basic tasks in our Emergency Shelter facilities and are looking for an opportunity to assist outside of direct client services.Volunteers may be asked to lift objects (groceries, donations, etc). Volunteers must apply with [laurenb@albioncenter.org](mailto:laurenb@albioncenter.org) and consent to a criminal background check.

**Position Summary**: As a Shelter Facilities Volunteer you dedicate time to ensure that our facilities and grounds are maintained. This may include pulling weeds, planting flowers, cleaning, assisting in grocery shopping, and sorting donations.

**Main Duties**

* Assist staff in maintaining clean and acceptable facility standards
* Sort incoming donations to assess if they are needed in shelter or non-residential services, expired or close to expiration, and that shelves are maintained and organized effectively
* Clean public spaces (Family Room, Children’s Room, Kitchen, Laundry Room) and assist in cleaning bedrooms as they are vacated
* Coordinate and shop for necessary groceries to restock Albion’s kitchen and pantry
* Work outside to ensure that Albion’s yard and gardens are maintained to provide a more relaxed experience
* Join in our holiday drives to package gifts for residential and non-residential clients, ensuring they are easily deliverable to clients in need
* Other roles may be available