

POSITION TITLE: Master of Exchange

DEPARTMENT: ELAFS-EWRRRC

SUPERVISOR: Jessica Bee

HOURS AND COMMITMENT: We ask for a 4-6 month commitment of 2-4 hours weekly.

OUR MISSION: *To act as a catalyst for positive change, both in the community and in the lives of the people we serve.*

POSITION SUMMARY:

We are seeking one or two individuals to manage the Exchange Table and Little Lending Library bookshelf located in the lobby of the EWRRRC. This would entail sorting donations of clothing, household items and books- by type, size, season etc. per direction, arrange said donations, regularly tidy the table/bookshelf and organize back-stock in the storage space.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sort new donations per instruction
- Organize and fill the Exchange table and bookcase
- Organize the donation storage space

DESIRABLE SKILLS:

- **ORGANIZED**
- **ACTIVE LISTENER**
- **PORTRAYS TOLERANCE AND KINDNESS FOR PEOPLE OF ALL BACKGROUNDS**
- **DETAIL ORIENTED**

TRAINING:

- Thorough training is provided, and no previous experience is required.

PHYSICAL REQUIREMENTS:

- Sitting, Standing, Squatting, Walking, Lifting (less than 40 lbs), and Carrying (less than 40 lbs)

VOLUNTEER REQUIREMENTS:

- Background check

WORKING CONDITIONS:

Example text: Work is generally performed in an out-of-the-way space for minimal interactions with the actual Exchange Table and bookshelf (loading and organizing) located in the public lobby.

BENEFITS:

- Assist the Foothills community

- Experience volunteering with a prominent non-profit organization
- Letters of recommendation can be provided after minimum 6 month commitment

APPLICATION DEADLINE: Open until filled. (Early applications are encouraged as we are looking to fill this position as soon as possible.)

TO APPLY: Apply online at <http://www.oppco.org/how-to-help/>, please specify “EWRRRC” and “Position Title” in the “Special Skills” section of the application.