By her side since 1973

# INTERVAL HOUSE VOLUNTEER POSTING

## Volunteer Position Title: IH Storage Support

## Number of Positions Available: 2 (number is flexible dependent on need)

## Department: Facility Operations

## Reports To: Facility Operations Coordinator

## About Interval House:

Interval House is governed by its Board of Directors in accordance with its Mission, Mandate and Values, as well as the Strategic and Operational Policies, Practices, and Procedures to meet the needs of its stakeholder communities.

External Stakeholders consist of

- the three levels of government and related agencies
- volunteers, donors, and funders
- private sector corporations, not-for-profit organizations and
- the Intimate Partner Violence (IPV) community.

Interval House provides a continuum of services that enable women survivors of IPV and their children to access safe shelter and responsive services that will help them to create lives free from violence. The continuum of services delivers integrated and specialized programs related to counselling, advocacy, stakeholder community connections, legal and housing support, as well as programs to help IPV survivors build and strengthen their economic self-sufficiency.

## Department's Objectives:

The Facility & Operations department ensures the implementation of effective operational controls, and organization-wide policies and procedures that are consistent with Interval House Mission, Mandate, Values and Strategic Objectives and guided by relevant federal, provincial, municipal, and regulatory bodies.

The department manages the effective operation of the building and related facilities to ensure an optimal environment for the organization's operations; capital/asset preservation, and to meet the health, safety and security needs of the shelter services and the entire organization.

## Volunteer Position Summary:

The storage support volunteer will assist the Facility & Operations staff in maintaining storage areas, including transporting and sorting donations and supplies, and ensuring that all storage areas are organized and kept in good order

**Volunteer Responsibilities:**

- Assisting Facilities staff in moving and storing donations and supply orders
- Organizing storage and donation areas under direction for Facilities staff

**Qualifications:**

- Ability to carry and sort supplies, including carrying supplies up and down stairways
- Ability to maintain strict confidentiality and privacy
- Ability to work collaboratively in a team environment
- Understanding of the issue of abused women and children; differences of race, class, culture, sexual orientation, age and ability

**Availability:**

- This position is suitable for individuals who are able to commit to the reporting schedule below
- One weekday per week, suggested minimum of 3 hours per day. Times and dates are flexible

**Benefits:**

- Make an impact in the lives of the women and children served by Interval House by ensuring an organized and welcoming environment for our residents and staff
- Become a valued member of a diverse and committed team
- Learning experience opportunity in a supportive environment

**Other Information/Interval House's Requirement:**

- Police reference checks will be conducted prior to successful applicants commencing volunteer position

**Contact:**

- Aidan Balayo, Facility and Operations Coordinator to apply: asbalayo@intervalhouse.ca