

Volunteer Position Description

Name of Organization/Program:

Maine Children's Home

Mission/Overview:

Maine Children's Home (MCH) builds and strengthens families and their children, instilling hope for the future and a better quality of life.

Volunteer Position Title:

Christmas/Winter Essentials Inventory Helper

Volunteer Role Description:

Helping organize and sort newly donated items into our inventory system in preparation for our fall distribution. Moving clothing and toy items throughout our 3-story building. Must be comfortable navigating stairs with or without carrying items.

Time Commitment: *Please select the length of the volunteer commitment and include any helpful details about how many hours volunteers should be available to serve weekly/monthly.*

☐ Limited Time/When Project is Complete ☒ Ongoing at Flexible Times ☐ Ongoing at Specific/Set Times

Details About Time Commitment *(Please include the number of hours you would like students to serve in this role each week as well as any set dates/times if applicable):* 2-4 hours per week, week day availability between 9 AM – 3 PM

Number of Volunteer Positions Available: 5

If you may have other volunteer positions at your organization with different responsibilities or expectations, please complete a separate form for each unique role. Please include the number of volunteers you would like to serve in this specific role.

Volunteer Responsibilities/Expectations:

- Organizing toys by category
- Moving/Carrying items
- Creating outfits for children

Desired Qualifications/Skills:

- Attention to detail
- Organization
- Time management

Volunteer Coordinator/Volunteer Supervisor at Organization

Name:

Title:

Amanda Simmons

Christmas/Winter Essentials Program Director

Email:

Telephone:

asimmons@mainechildrenshome.org

207-872-4253 ext. 228

Preferred Communication Method of Volunteer Supervisor:

☒ Email ☐ Telephone ☐ No Preference/Both

Volunteer Resources:

Please list any technology, software, digital platforms, or other resources that volunteers will need in this position

List of Resources/Tools:

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Does this volunteer position involve interaction with minors or other vulnerable populations?

☐ Yes ☒ No

If yes, please provide further details:

Are there any screenings, background checks, training, or other safety measures that volunteers need to complete before beginning their service?

☐ Yes ☒ No

If yes, please provide further details:

Additional Information: