



October 8, 2026

## **Volunteer Opportunity Volunteer Donations and Inventory Support**

### **Green Haven Shelter for Women**

Based in Orillia, ON, Green Haven Shelter for Women provides 24-hour emergency shelter, crisis support and outreach services for self-identifying women, with or without dependents, who are experiencing violence and abuse.

We are seeking an organized, dependable volunteer to receive community donations during scheduled shifts. The volunteer will welcome donors, sort and store accepted items, and create and maintain an inventory so staff can easily locate supplies and identify donation needs.

**This is an ongoing, unpaid volunteer position supporting Green Haven's donation program.**

Green Haven is committed to having a team that represents our community and the individuals we serve. We value inclusion and diversity and welcome applications from self-identifying women, racialized and Indigenous persons, persons with disabilities and persons who identify as LGBTQ+.

**Number of positions available:** One (1)

**Start Date:** Last week of October 2026

**Reports to:** Manager of Administration & Fundraising

**Location:** On site in Orillia, Ontario

#### **Hours**

- Last week of October to mid-November: one day per week.
- Mid-November until January: two days per week during the giving season.
- Following the seasonal increase: one day per week on an ongoing basis.

An occasional third day may be arranged based on donation volume and volunteer availability. Specific days, shift lengths and the date of return to one day per week will be agreed upon with the volunteer.

#### **Minimum Requirements**

- References and successful completion of Green Haven's volunteer screening process.
- A Vulnerable Sector Check completed within the previous six months, where applicable to the role.
- A signed confidentiality agreement and completion of volunteer orientation before beginning duties.



#### **Contact Green Haven Shelter for Women:**

☎ 705-327-7383

✉ hello@greenhavenshelter.com

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🌐 [www.greenhavenshelter.com](http://www.greenhavenshelter.com)

📱 @GreenHavenShelter

🐦 @GreenHavenON

## Key Responsibilities

- Receive donations on behalf of Green Haven during scheduled donation drop-off times and welcome and thank donors.
- Check donations against Green Haven's acceptance guidelines and refer questions or unsuitable items to staff.
- Complete appropriate paperwork regarding donation for accounting and our donor management system.
- Sort, label and put donations away in their designated storage areas; rotate, and dispose of donations as required.
- Create an inventory list identifying item categories, quantities, sizes where relevant, and storage locations.
- Update the inventory as donations are received and, in coordination with staff, as items are distributed or removed.
- Keep donation areas tidy, organized and accessible, with clear walkways and safe storage.
- Notify staff of low stock, excess items, storage concerns and priority donation needs.
- Protect the privacy of residents, donors and staff, and follow shelter access and confidentiality procedures.

## Required Abilities & Skills

- A self-starter who takes initiative within the role, follows through on tasks and knows when to ask staff for guidance.
- Strong organization, attention to detail and accurate record keeping.
- Reliability and a commitment to scheduled shifts, with advance notice of changes in availability.
- Friendly, respectful communication and the ability to work independently and as part of a team.
- Basic computer skills and comfort using a spreadsheet or simple inventory system.
- Ability to sort, shelve and move donated items safely, with assistance or accommodations as needed.
- Ability to lift, carry, push, and pull items weighing up to 40 lbs.
- Respect for confidentiality, professional boundaries and Green Haven's mission.

## Assets

- Experience in inventory, retail, administration, warehousing or donation coordination.
- Previous volunteer experience in a community organization or shelter setting.

## Orientation & Support

Green Haven will provide orientation and training on donation acceptance, storage, inventory records, confidentiality and safe handling. The volunteer will receive guidance from the Manager of Administration & Fundraising and work within agreed procedures, with staff support available.

To apply, please email a brief introduction, relevant experience and availability to [hr@ghws.ca](mailto:hr@ghws.ca), with the subject line **Volunteer Donations and Inventory Support**. A resume is welcome. We thank all applicants for their interest; those selected for a volunteer interview will be contacted.