

# Ruth Harbor Volunteer Description:

## DONATION ORGANIZER

**Mission** - We provide a Christ-centered home and life-skills coaching for mothers experiencing pregnancy or parenting young children.

**About** - More than a shelter or home, Ruth Harbor is also a program which includes life-coaching, medical care access, counseling, spiritual guidance, education support, employment or volunteering encouragement, and parenting training and/or adoption assistance at no charge. We are a team and fully support each other so that together we can accomplish more. If you are passionate about helping others and have a heart for reaching out, Ruth Harbor may be a good fit for you. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact.

### **Tasks**

- Review existing non-food donated items, checking that car seats or other baby items are complete and not expired, tidying and arranging donated items for ease of access and viewing; pull expired or old non-used items and set aside in box(es) to be disposed, donated to other charities or sold
- Review new donated items, checking that all items are in good condition and non-expired
- Restock storage shelves with newly received donated items, putting newest/freshest items to the back and existing/older to the front
- Assist the House Parents with tidying and straightening the storage areas, making sure all donated items are stored on shelves above the floor and are in good condition
- Break down empty boxes and carry flattened cardboard outside to the recycling bin

**When** – Twice a month for a few hours between 9AM to 4PM on a week day Monday-Friday; Length of time needed varies depending on quantity of donations received each month

**Where** – Ruth Harbor Office, 534 42<sup>nd</sup> Street, Des Moines, Iowa 50312

**Additional Information** - Volunteers must read through, agree with, and sign the Ruth Harbor Statement of Faith. Volunteers are not compensated for their time or gifts, however if appropriate, gift-in-kind receipts for donated goods or services may be given. Volunteers may be required to have a background check to protect client safety before being able to volunteer at Ruth Harbor.

### **How to Apply**

- Provide contact information for two character references including one from your local Pastor
- Complete the Volunteer Application (download a copy from [RuthHarbor.org](http://RuthHarbor.org) or call the office to request a copy be sent to you)
- Sign the Ruth Harbor Statement of Faith (download a copy from [RuthHarbor.org](http://RuthHarbor.org) or call the office to request a copy be sent to you)
- Submit all materials listed above via one of the methods listed below:
  - Mail or Physical Drop-off: Ruth Harbor, 534 42<sup>nd</sup> Street, Des Moines, IA 50312
  - Email: [Volunteer@RuthHarbor.org](mailto:Volunteer@RuthHarbor.org)
  - Fax: 515-633-2157