



# Arapahoe House

*Arapahoe House provides substance abuse treatment and mental health services to vulnerable individuals and families in metro Denver.*






## Donation Room Volunteer Opportunity

**MISSION:** The mission of Arapahoe House is to provide a continuum of accessible, affordable, and effective services for individuals and families with alcohol, drug and other behavioral health problems.

**TITLE OF POSITION:** Donation Room Volunteer





**OBJECTIVE:** Arapahoe House receives many generous in-kind donations used to assist clients rebuild their lives after treatment. Help is needed to organize in-kind donations to help facilitate distribution of items.

**DUTIES MAY INCLUDE:**

-  Folding and sorting clothing and linen donations.
-  Neatly organizing household goods and other items.
-  Sorting through large donations to determine desirable and unusable donations.
-  Removing unwanted or unusable donations.
-  Communicating with development department on donations needed.

**COMMITMENT REQUIRED:** Flexible commitment based on needs of the facility and schedule of the volunteer.

**QUALIFICATIONS:**

-  Excellent Organizational skills.
-  Willingness to undergo a drug test and background check.
-  Ability to maintain client confidentiality.
-  Ability to move and lift items up to 40 lbs preferred (not required.)

**ORIENTATION AND TRAINING PROVIDED:** Volunteers may be required to participate in the agency's orientation. On-site supervision and training are provided by staff at the facility.

**LOCATION OF JOB:** Outpatient and Case Management located in Denver, CO, Aspen Center for Women facility in Westminster and/or New Directions for Families facility in Littleton, CO. The address of these facilities is kept confidential to help ensure the security of our clients. All Arapahoe House locations are smoke-free environments.

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