



# Pawsitive Match Rescue Foundation

## DONATIONS TEAM

### The Role

<b>Location</b>	On-Site	<b>Reports To</b>	Shelter Director Supplies Coordinator
<b>Weekly Time Commitment</b>	3-5 hrs, variable	<b>Direct Report(s)</b>	N/A

The Donations Team sorts, cleans, and organizes donated supplies for Pawsitive Match Rescue Foundation, ensuring that all foster homes and shelter animals have access to necessary resources. This role also facilitates the redistribution of extra supplies to partner organizations. The Donations Team is instrumental in keeping operations running efficiently by ensuring that volunteers have quick and easy access to essential items.

### The Responsibilities

- Empty items from the donation bin outside the shelter.
- Sort and label donations, placing them on the appropriate shelves inside the shelter.
- Learn and contribute to improving the shelter's organizational layout so donations can be easily found and accessed by shift volunteers.
- Clean and sanitize donated items as needed.
- Follow health and safety protocols, as well as shelter policies and procedures.

### The Person

- A community member in good standing.
- Organized and detail-oriented, with a passion for keeping spaces efficient.
- Positive attitude and willingness to learn.
- Physically capable of lifting bulky or heavy donations (20-30 lbs), such



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as bags of pet food, cat litter, and large crates.

### **Experience & Qualifications**

- Completion of Pawsitive Match shelter training.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset