

United Way of Greater Hartsville



United Way of
Greater Hartsville

JOB TITLE:	General Volunteer	JOB CATEGORY:	General
Department/Group:	UWGH Volunteers	Position Available:	As Needed
Location:	Hartsville	Travel required:	Local only
Level/Salary range:	Volunteer (unpaid)	Position type:	PT
HR contact:	Executive Director	Date posted:	4/1/24
Will train applicant:	Yes	Posting expires:	Never
External posting URL:	https://www.unitedwayofgreaterhartsville.org/job-openings	Internal posting URL:	N/A

COVER LETTER & RESUMES ACCEPTED BY:

Email:	unitedwayhartsville@gmail.com	Subject line:	Volunteer
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JOB DESCRIPTION:

Role and Responsibilities

Volunteer tasks can vary greatly depending upon the current needs or project. Listed here are some general tasks:

Volunteering within the United Way of Greater Hartsville Office:

- Put together Coats4Kids coat boxes/posters.
- Distribution / Collection of Coats4Kids coat boxes.
- Drop off / Pick-up of coats at Dry Cleaners.
- In Office laundering of coats, clothes and stuffed animals.
- Put away / Organize received orders.
- Prep for bed pick-ups.
- Prep for In-Office events.

Volunteering outside the United Way of Greater Hartsville Office:

- Assisting at UW events within the community.
 - Handing out items
 - Working with different groups (i.e. kids, seniors)
- Community projects
 - Painting
 - Landscaping
 - Clean-up
- Working with our community partners on their projects/programs

Qualifications and Education Requirements

- High School Diploma or GED

Preferred Skills

- Excellent Communication skills
 - Phone
 - Email
 - Written
 - Firm/Confident
 - Delicate and Understanding
- Good Listener
- Ability to Follow Instructions
- Organizing Supplies/Rooms
- Time Management

Additional Notes

This position reports directly to the Executive Director. The right person for this role is professional, confident and understands the needs of our community members. This person is also able to separate work and personal life.

REVIEWED

BY:

Executive Director

DATE:

04/01/24

Approved by:

Executive Director

Date:

04/01/24

Last updated by:

Marketing & Communications Director

Date/Time:

04/01/24 11:00 am