

**SAFE Homes-Rape Crisis Coalition
DONATION COORDINATOR
Job Description**

Minimum Qualifications:

1. Ability to complete necessary paperwork which requires basic reading and writing skills.
2. Ability to relate to individuals and groups in an empathetic, nonjudgmental manner, possessing maximum insight and self-awareness to be confident in the role, with knowledge of personal capabilities and limitations.
3. Possession of a valid South Carolina driver's license and insurance.
3. Ability to work flexible hours including some night work and weekends.
4. Ability to lift and carry a minimum of 50 lbs.

Responsibilities:

1. Assist in the scheduling of pick-up and distribution of donations to proper locations to be used by victims of domestic violence and sexual assault.
2. Develop and maintain community relations with businesses and individuals who make donations to SAFE Homes-Rape Crisis Coalition.
3. Assist victims of domestic violence with moving their household items into new housing as necessary.
5. Assist with minor maintenance to help maintain safety and efficiency at all SAFE Homes-Rape Crisis Coalition facilities.
6. Attend staff and team meetings as scheduled.
7. Maintain effective and cooperative relationships with agency staff and volunteers.
8. Protect the confidentiality of clients at all times.
9. Assist with special events.
10. Complete all other duties as may be required by the Executive Director.