**Volunteer Job Description**

**Cozy Comfort Creator**

**(Bedding/Linen Sorting and Packaging)**

|  |  |
| --- | --- |
| **Assignment** | Kinbrace Community Society is a non- profit organization that has been providing temporary housing for refugee claimants for 15 years. We ensure that our residents feel welcome by providing comfortable, cozy, and clean suites.  Sorting and packaging bedding and linens is a significant way to prepare a warm welcome for new arrivals.  Due to the constant flow of residents at Kinbrace, having a system in place where our bedding /linen is sorted and packed and properly stored will help us be more organized and ready to prepare our suites for the next resident. All our bedding/linen must be packed in single sets. |
| **Primary Duties** | Create (or update) an inventory of all bedding  Call donation centers to request bedding donations  Travel to donation centers or stores to pick up donations  Acquire enough donations of bedding/linen/pillows to prepare at least 10 packages  If unable to find donations, buy necessary bedding/linen/pillows to prepare packages  Make sure all bedding/linen/pillow are clean and odor free  Use Kinbrace laundry facilities and soap to wash all donations  Pack bedding/ linen/pillows in matching single sets  Organize the packaged linen in shelves in the Kinbrace storage area |
| **Qualifications** | Driving license  Good communication skills  Enthusiastic  Loving and caring  Able to work alone  Healthy (no back problems) |
| **Screening** | Complete application questions on Kinbrace Volunteer Web Page  In-person Interview  Police criminal record check  2 references (telephone #s) provided |
| **Time Commitment** | Minimum 4 months, one year preferable  2-3 days every month  3-6 hours per day |
| **Orientation and Training** | Visit to Kinbrace and learn about our purpose, vision, and values  Resident Coordinator will teach you the role and duties |
| **Working Conditions** | Work will be at Kinbrace (Located close to Commercial Drive and public transit)  Driving to donation centers or stores (van provided by Kinbrace)  Phone calls using Kinbrace line |
| **Benefits** | Knowledge and awareness of the refugee claim process in Canada  Gain new relationships with residents, staff and other volunteers  Be part of a community of welcome  Letter of reference provided (upon request) after 4 months of volunteer service |
| **Supervision and Feedback** | Cozy Comfort Creator will report directly to the Resident Coordinator  Feedback is ongoing and check-in meetings will be scheduled as needed  Volunteers are encouraged to initiate meetings with the Resident Coordinator anytime |