



<b>Volunteer Position:</b>	<b>Production Support Volunteer</b>
<b>Contact Information:</b>	Michael Taylor – Community Liaison 250-480-4006 ext. 204 michael@womeninneed.ca
<b>Time Commitment:</b>	3 hours + per week.
<b>Location:</b>	<i>WIN Donation Centre and Warehouse</i> 555 Ardersier Rd Saanich BC, V8Z 1C8

**WIN’s Vision**

A community where women, trans, non-binary, and 2-Spirit people can freely pursue a passionate and fulfilled life.

**WIN’s Mission**

To support women, trans, non-binary, and 2-Spirit people along their journey between crisis and wellness.

**WIN’s Values**

Self Sustainability, Self-Responsibility, Healthy Relationship, Entrepreneurship, Conscious Choice, Personal Growth and Empowerment, and Environmental Responsibility.

**Position Description**

Our donation centre is looking for more wonderful volunteers to join our team! Volunteering at our donation centre means you will be at the forefront of our daily intake of donations and will have opportunities for lots of different tasks. From greeting donors as they drop off their items, to sorting and hanging clothing, cleaning dishes, testing electronic items and batteries, and quality checking games and media items. Whether you prefer to be outside helping donors or prefer organizational tasks inside, we have opportunities for everyone! Volunteering with WIN is a great way to build language, customer service, and organizational skills, as well as get valuable experience for your resume. We have volunteer shifts available both mornings and afternoons seven days a week. If you love hunting for obscure treasures and the fun of thrifting please get in touch, we’d love to welcome you to WIN Community Cooperative.

**Position Open To:**

Volunteer positions are open to anyone over the age of 16, or 14 with parental consent. Members of visible minority groups, Indigenous people, persons with disabilities, LGBTQ+ persons, trans and gender-variant persons, ESL individuals and new-comers, and others with the skills and knowledge to engage productively with diverse communities are encouraged to apply.

**Major Responsibilities:**

- Follow health and safety protocols
- Hang clothing items
- Loading/unloading commercial dishwasher
- Assist in other tasks as needed, including sorting donations,

**Skills and Abilities required:**

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- Respect for all individuals regardless of race, nationality, gender, sexuality, class, ability, or religion
- ability to load dishwasher, carry dishwasher trays and pull down bar to start washing cycle
- able to lift clothing from being laid flat on table or rolling cart
- able to lift clothing item onto hanger, able to reach hanging bar of rolling rack which is 66in, or 5.5 ft.
- Manual dexterity to do up buttons, pull up zips
- High attention to detail
- Demonstrates interpersonal skills
- Works well in a team
- Ability to give and receive feedback
- Passionate about recycling and environmental values
- Ability to follow direction

#### **Working Conditions:**

- Warehouse environment. Indoors, overhead lighting, temperature fluctuations throughout the year, medium to low noise levels, some natural light, onsite break room and washroom available ( see accessibility notes below)
- dusty environment and small physical working space
- Dishwashing area area may be wet and dishes are hot when they first come out of dishwasher

#### **Physical Accessibility:**

- Accessible bathroom and some working areas.
- Dishwashing area is (*include size of space*), which may not be accessible to those with limited mobility, including persons who use aides such as wheelchairs or scooters.
- Breakroom is accessed via set of (*number*) stairs with railing on one side
- Building is located in a large parking lot, which includes speedbumps and local industrial traffic.
- Parking is available outside our warehouse for volunteers. Nearest bus stop is located on Douglas, about 350 meters from our warehouse.
- Accommodations will be made where possible.

#### **Training Provided:**

- Overview of WIN Co-op with Community Liaison Coordinator, take-home orientation package, onsite one-on-one training with a designated supervisor such as daily tasks, goals, health and safety including Communicable Disease Prevention plan/ COVID-19 protocols, site orientation.

#### **Responsible to:**

- Location Supervisor, Location Manager, Community Liaison Coordinator

#### **Benefits to Volunteer:**

Volunteers are an integral part of Victoria Women In Need Community Cooperative. Volunteering at WIN Co-op helps us to deliver 5 empowerment programs to Women, Trans, Non-Binary, and 2-Spirit individuals in the Greater Victoria Area.

- 50% discount after 3 months of volunteering
- Co-op membership opportunity
- Flexible hours
- Roles that reflect volunteer interests
- Opportunity to develop knowledge of clothing brands, and modern & vintage fashion trends
- Experience working in a warehouse environment

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- Ongoing training opportunities covering various themes including gender diversity, disability awareness, and emergency management.
- Community building and networking
- Much More!

*Volunteers are essential to the rich tapestry that is WIN Co-op. By sharing their time, energy, talents, and commitment with WIN, we thrive as an enriched organization, able to accomplish so much. Volunteering at WIN has a deep impact on our program participants, our staff, and the community as a whole.*

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