



Volunteer with MCC
and make a difference

Material Resources Warehouse Volunteer Volunteer Position Description

In 2017, thanks to the support and hard work of donors and volunteers, four shipments of much-needed material resources were sent to Jordan and Ukraine to bring relief to those affected by war and displacement.

In 2017-18, 4,564 relief kits, 10,800 hygiene kits and 6,330 comforters were sent from Ontario.

We were also pleased to pilot the sending of feminine hygiene kits, as well as sewing kits that assist with fostering sustainable income generation activities to communities in need.

Volunteer Position: Material Resources Warehouse Volunteer

Program/Department: Material Resources

Purpose of Assignment: to assist in the packaging and shipping of material resources.

Geographic Location: 50 Kent Avenue, Kitchener, ON

Skills/Knowledge/Attitude Requirements:

- ability to lift 40 kg an asset
- ability to climb ladders an asset
- forklift license is an asset
- ability to organize essential
- good communication skills essential
- computer literacy is an asset

Tasks and Responsibilities:

- receive donations and record them
- pack kits into boxes and load on pallets
- bale comforters
- prepare pallets for shipment
- general maintenance of the building

Time Commitment:

- expected number of hours per week or month: ½ to 1 day/week
- length of commitment required: 4-6 month time commitment preferred
- available for high school community service hours

Supervision: Material Resources Program Manager

Training and Development Offered:

- position specific orientation will be provided
- job shadowing and training meetings offered as available
- other training and skills development
- policy and procedure manual available at all times

Other:

- volunteer liability coverage for all volunteers

All MCC volunteers are asked to be respectful of the MCC mission statement: "*Mennonite Central Committee (MCC), shares God's love and compassion for all in the name of Christ by responding to basic human needs and working for peace and justice. MCC envisions communities worldwide in right relationship with God, one another and creation.*"

MCC Ontario

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