

## DuPagePads Client Service Center

**Position:** Supply Room Volunteer

**Summary:** Responsible for sorting and distributing donations to clients.

### Responsibilities:

- Shifts are Monday through Friday 8:30am-11:30am, 1 or 2 days a week
- Work with Client Service Center Case Managers and Administrative Support
- Accept client requests and assist in finding appropriate items, act as a “personal shopper”
- Assist in moving donations from storage to supply room
- Sort donations into proper storage space
- Oversee laundry machine loading- all pockets must be empty, no shoes, etc.
- Refer to the DuPagePads Volunteer Handbook as needed

### Knowledge and Skills:

- Possess a desire to give back to one’s community and help those in need
- Excellent engagement and interpersonal skills
- Strong presence and confidence when giving information
- Problem solving skills and works well with others

### Qualifications:

- Must be 18 years of age
- [Must register as a DuPagePads Volunteer](#)
  - All volunteers will be checked against the National Sex Offender List
- Complete the DuPagePads Volunteer Training (online or in-person) and participate in ongoing available trainings

### More Information:

[DuPagePads.org](https://dupagepads.org)

<https://dupagepads.org/solutions/volunteer/volunteer-opportunities/>

### Please Contact:

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