



Gift In Kind Volunteer

Organization: The Doorway

Location: Bay 10, 2808 Ogden Road SE

Time Commitment: Minimum of one 4-hour shift, once per week for a minimum of six months.

Mission & Vision:

Making change possible by empowering young people to take steps towards a better quality of life. Our vision is an equitable world where young people have the tools to thrive.

About Us:

The Doorway is a participant-driven organization that empowers young people as they transition away from street life and into stable and secure housing. At The Doorway we believe that transition is about changing more than where you sleep, it's about changing the way you see yourself and the world around you. The Doorway community is about meeting young people where they are at, without judgement. We are passionate about listening, empathy, empowerment and self-determination. Our team works collaboratively, operating with the understanding that each participant has knowledge and wisdom and is the expert in their own lives.

Role Overview:

The Gift-in-Kind Volunteer supports The Doorway by assisting with the collection, organization, and distribution of donated goods (non-monetary contributions). This role helps ensure that donated items are effectively managed and reach the community that need them most.

Key Responsibilities:

- Receive, process and sort donated goods such as clothing, food, household items, or supplies
- Inspect donations for quality, usability, and safety
- Categorize, label, and store items in an organized manner
- Maintain accurate records of incoming and outgoing donations
- Assist with inventory tracking and stock management of the Community Corner
- Coordinate with staff and other volunteers to meet program needs
- Ensure storage areas remain clean, safe, and accessible
- When the space is quiet, help with cleanup and general maintenance of the space
- Support organizational activities and events

Skills & Qualities:

- Strong organizational and time management skills
- Attention to detail when sorting and recording items
- Ability to lift and move moderate-weight items (if required)
- Basic record-keeping or inventory experience is an asset
- Good communication and teamwork skills
- Reliability and a positive, service-oriented attitude



Physical Address:

Bay 10, 2808 Ogden Road SE Calgary AB T2G 4R7

Mailing Address:

Box 46067, Inglewood RPO Calgary AB T2G 5H7

403 269 6658

friends@thedorway.ca

thedorway.ca

**Training & Support:**

- Tour of The Doorway space and rules of engagement
- Safety procedures

Screening Requirements:

- Interview with the Volunteer Coordinator
- Police Information Check (PIC) through Calgary Police Service – The Doorway will cover the cost of this security check and will provide instructions and support about the process.

How to Apply:

- Email volunteer@thedoorway.ca with a short email about why you are interested in this volunteer position, as well as a resume.