



Volunteer Position Title: Donation Pickup/Drop-off Driver

Department: Fundraising

Commitment Requested: 3 months

Estimated Hours Per Week: varies, total no more than 4hrs/week

Estimated Shift Times: within 9am – 5pm

Location: 800 Bay St

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with individuals from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at www.fredvictor.org. Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Program / Position Summary:

Fred Victor's fundraising department receives many gift-in-kind donation offers from groups, businesses and individuals. While we try to match an incoming donation to a Fred Victor site which is able to use it and have the donor drop-off directly to the location, there are instances where we need to support the pick-up of donations or move items collected at our 800 Bay St location to other program sites.

The volunteer's supervisor will arrange the pick-up/drop-off logistics for the volunteer. The volunteer will be expected to load/unload the donations in their vehicle, seeking support from onsite staff if needed (and access to a trolley/cart).

Qualifications and Skills:

- Confident driver, ability to navigate between Fred Victor sites
- Communicate in a timely manner with supervisor
- Able to lift and move boxes that are up to 20lbs
- Able to take initiative in navigating new environments, comfortable connecting with new people
- Empathy and compassion for people experiencing poverty and homelessness
- Patience in navigating unexpected traffic challenges, or front-line staff responding to a client crisis at the drop-off location

Working Conditions:

- This role may involve interacting with Fred Victor donors when doing pick-ups or clients when making deliveries. The volunteer should feel comfortable communicating respectfully with everyone and referring any questions that come up to the appropriate staff member.
- The volunteer will be expected to report for a shift with the inside of their vehicle relatively clean and clear.
- The volunteer might have unexpected traffic situations that come up and should keep in contact with their supervisor.
- The volunteer will be expected to follow agency health and safety guidelines, and any site specific procedures.



Disclaimer:

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the volunteer. Volunteers may be asked to perform some or all of these duties based on readiness and training.

Additional Info:

To volunteer with us, you must be at least 18 years of age.

Proof of Covid-19 Vaccinations and a Police Record Check are required by the final candidate(s) prior to volunteering. Fred Victor covers the cost of the Police Records Check.

Specifics for this role:

- You must submit a valid driver's license which will be photocopied during the volunteer onboarding process.
- You must have your own vehicle, and submit proof that you carry a minimum of \$2,000,000 liability insurance. You must notify your insurance carrier that you are using your vehicle for a volunteer position.
- Mileage and parking expenses incurred by a volunteer while on a shift for this role are eligible for reimbursement. Mileage will be reimbursed at the rate of 58¢ per km and must be pre-approved by the volunteer's supervisor. The volunteer must submit a monthly invoice to their supervisor for approval, the supervisor will submit to the finance department for reimbursement.

Volunteers at Fred Victor are taken through an onboarding process that includes: an interview, background check process, orientation and training.

If you are interested please email volunteer@fredvictor.org and quote the position title in your email.

Thank you for your interest in volunteering at Fred Victor!

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the Volunteer Program staff if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality