



215 W. Montgomery Ave., Rockville, MD 20850  
301-762-1496; rainbow@rainbowplace.org

## **Daytime Volunteer**

The position of **Daytime Volunteer** is part of a team that supports the Executive Director and other daytime staff members in providing overnight shelter to homeless women in a safe, caring environment, treating all guests with dignity and compassion.

The **Daytime Volunteer** generally works independently to support the kitchen, administrative, and donation acceptance tasks required to run the shelter effectively. The Daytime Volunteer often provides project-based support depending on the skills and desires of the volunteer.

**Location:** Rainbow Place shelter

### **Examples of Key Responsibilities:**

- Administrative and office tasks
- Sorting and putting away donations
- Picking up donations and bringing them to Rainbow Place

**Reports to:** Executive Director and/or Volunteer Coordinator

**Length of appointment:** Ranges from one-time to once a week throughout the year.

**Time commitment:** Varies.

**Qualifications:** Willingness to share your good humor and skills with our staff. Must be able to climb stairs to the third floor.

**Support/Training:** Daytime volunteers generally work alongside staff members so they will receive one-to-one training based on the project and assignment. You may always contact the Volunteer Coordinator with any questions and concerns through the year.

**Age Requirement:** At least 12 years of age. We have the right to make exceptions for small, well-supervised groups of mature children under the age of 12.

**Dress Code:** None

**Form(s) required:** (1) Volunteer Application; (2) Waiver of Liability; (3) Confidentiality form