



Community Service Intern Job Description

Reports To

Clearinghouse Coordinator
Kelly Voss
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Purpose

Participate in group service projects to deliver furniture or offer yard work for households in need.

Time Commitment

20-30 total hours per semester

Responsibilities

1. Complete orientation and agree to follow volunteer policies pertaining to the area of community service being provided
2. Load and unload furniture and/or small goods from donor's homes or partner churches and deliver them to client's homes
3. Communicate gratitude to all donors
4. Listen and pray with clients during the drop off appointments, if appropriate
5. Communicate with the Clearinghouse Coordinator regarding the status of your volunteer experience after service completed
6. Collect client signature on Love INC release forms and return office copy to Love INC
7. Maintain client confidentiality
8. Maintain a positive attitude with staff, volunteers and clients

Qualifications

1. Be available to volunteer at least one day bi-monthly; average 3 hours of service per deployment
2. Ability to follow directions or navigate our service area using a personal GPS
3. Ability to lift and maneuver heavy or awkward objects
4. Ability to remain calm under pressure
5. Ability to problem solve
6. Empathetic, non-judgmental attitude
7. Good communication skills
8. Ability to work as part of a team, and a willingness to accept instructions from a team leader

