

PROFESSIONAL VOLUNTEER PROGRAM

Position Descriptions

CORPORATE ACCOUNT ASSISTANT

As a professional volunteer serving in our corporate accounts department you will have the opportunity to assist account managers with finding new partners to donate products, clothing, fresh produce and non-perishable food items. Responsibilities include finding corporations that are willing to donate personal care, cleaning products and clothing (gently used and new) to Matthew 25: and may have to cold call companies and organizations.

GLOBAL VILLAGE MARKET SALES ASSOCIATE

The Global Village Market features handcrafted goods from areas we serve, including Haiti, Nicaragua, and Puerto Rico. As a professional volunteer in our global village you will add to the volunteer experience by assisting other volunteers with their purchases, and ensuring that the market is clean and stocked. May also assist in registration and provide tours in our Global Village.

GLOBAL VILLAGE TOUR GUIDE

Global Village is a life-size, three-dimensional recreation of disaster scenes along with examples of poverty in the U.S. and in developing countries. As a professional volunteer in our Global Village you will greet volunteers and assist with registration, lead volunteer groups through a tour of the Global Village while explaining each area, and may also assist in the Global Village Market.

GROUNDS KEEPER

As a professional volunteer in our grounds keeping department you will be spending the majority of your day outdoors. Responsibilities include maintaining the cleanliness of our parking lot, painting, pressure washing, weed removal, planting, and pruning. May need to travel to Wilmington, OH to assist with Kirkwood Adventure Park and Camp, which is powered by Matthew 25: Ministries.

FACILITY MAINTENANCE ASSISTANT

As a professional volunteer serving in our maintenance department you will work under the supervision of the department manager. Responsibilities include diagnosing maintenance problems and have the ability to use hand and power tools. Wood working skills are beneficial but not required.

JANATORIAL ASSISTANT

As a professional volunteer in our janitorial department, you will be an essential member with aiding in the safety and wellbeing of both our volunteers and staff by making sure that our facility is free from debris and clean. Responsibilities include general cleaning, trash removal, and restocking of supplies.

KITCHEN ASSISTANT

As a professional volunteer you will be able to share your culinary talent with other volunteers and M25M staff. Responsibilities include cooking, food prep, restocking inventory, general cleaning, and serving meals to other volunteers and staff.

MARKETING ASSISTANT

As a professional volunteer in our marketing department you will play a key role in many of our community events. Responsibilities include assist with preparations leading up to an event, set-up and clean up the day of the event, capturing photos, assists with obtaining sponsorships and fundraising opportunities, assist with making signs and in-house mail operations.

PROCESSING CENTER STATION LEAD

A professional volunteer in the processing center may be appointed as a “Station Leader.” A station leader is responsible to answer any questions that other volunteers may have. Responsibilities include ensuring that the area is clean, organized, and has all the supplies necessary to sort donated goods. May be assigned to other departments including, paint, medical, or our fresh food department.

PRODUCT DONATION PICK UP VOLUNTEER

Our pick up volunteer will serve as a liaison between Matthew 25: Ministries and our partnering consignment shops. Responsibilities include using your personal vehicle to pick up clothing donations from one of our partnering consignment shops and returning the donations to our public donation drop off located across from our main building. Must have a valid driver’s license, insurance, able to bend, and lift up to fifty pounds.

PUBLIC DONATIONS DOOR ASSISTANT

As a public donation assistant, you will be one of the first people to greet members of the community as they drop off donations. Responsibilities also include engaging with other volunteers, sign and date tax receipts and sign off on volunteer service hour documents. Must be able to lift up to fifty pounds.

VOLUNTEER REGISTRATION ASSISTANT

As a professional volunteer serving in registration you will be the first person to greet our volunteers as they enter the facility. Responsibilities include assisting volunteers at the kiosk with registering and clocking in/out, providing identification cards and answering any questions. May also assist with Global Village tours and the Global Village Market.