

Love INC House2Home Furniture Ministry Roles & Duties

Storage Managers

Duties

- Organize and oversee donations in storage
- Keep updated inventory of storage
- Catalogue new donations
- Communicate with Connections Coordinator about what is available and measurements
- Select and tag requested items for Neighbors in Need

House2Home Storage Cleaner

Duties

- Clean all furniture donations shortly after they are received
- Vacuum and dust House2Home storage

House2Home Coordinator

Duties (Serving on delivery/Pick-up team is optional)

- Make sure House2Home teams have storage key each week
- Coordinate and oversee House2Home team
- Recruit volunteers from within church
- Work with Team Leader to coordinate team availability and send assignments
- Coordinate availability and pickup/deliveries with Love INC
- Communicate with donors/Neighbors in Need to schedule donation pickup/delivery
- Arrange donation of Bibles for Neighbors in Need and write personal notes in the front
- Make sure donation/delivery reports are completed and sent to the Ministry Opportunity Coordinator

House2Home Relationship Developer

Duties

- Model Christ's Love in all interactions
- Duties (Does not need to help carry any furniture)
- Engage with Neighbors in Need during deliveries

- Praying with the Neighbors in Need
- Distribute Bibles to Neighbors in Need
- Seeking out stories for donation/delivery report
- Complete donation/delivery report and return to Team Coordinator
- Model Christ's Love in all interactions

House2Home Team Leader

Duties

- Lead the team on all pick-ups and deliveries
- Notify donors/Neighbors in Need when team is on their way or if there will be a delay
- Drive the trailer to pick up donations and make deliveries
- Help to carry and move furniture
- Model Christ's Love in all interaction

House2Home Team Movers

Duties

- Provide the muscle to pick up furniture donations and make furniture deliveries
- Model Christ's Love in all interactions

Contact Love INC for more information 716-338-9705 or email Tera@loveincsc.org