

VOLUNTEER COORDINATOR

Volunteer Position Description



Summary

As the Volunteer Coordinator for the local chapter of The Shoebox Project for Women, you will be assisting your fellow chapter members develop and implement chapter initiatives, and raise awareness of the project as well as duties specific to your position. As the Volunteer Coordinator, you are helping The Shoebox Project across North America in their efforts to support women impacted by homelessness.

Duties & Responsibilities

- Attend regular meetings on a monthly basis during off months (February to September) and on a weekly basis during campaign months (October to January)
- Help your chapter educate the local community on the correlation between women and homelessness in your region to help garner support
- Work closely with all coordinators of the chapter to assist with recruitment of their volunteer needs
- Work closely with the Volunteer Manager of the Shoebox Project (HQ) and the Local Chapter Coordinator regarding recruitment, screening and onboarding procedures of all new support volunteers
- Interview volunteer applicants and communicate additional screening needs for successful candidates with HQ.
- Aid in onboarding & assist with training of new volunteers as needed. Ensure they are connected with Local Coordinator/supervisor for their role assignments
- Maintain an up to date record of all volunteers, necessary contact information and mandatory screening documentation as indicated by HQ
- Help facilitate communication & scheduling between volunteers and other coordinators who will be directly leading them in their daily tasks
- Communicate any issues/disciplinary matters with the Local Coordinator & HQ Volunteer Manager
- Manage off season volunteer engagement/communication with HQ of any volunteers resigning
- Obtain feedback from volunteers and manage the organization of volunteer appreciation events (ie: April - National Volunteer Appreciation Week)

Qualifications

- Interest in issues related to women's homelessness and desire to give back to your community
- Excellent verbal & communication skills with previous experience leading volunteers
- Previous experience/involvement in a charitable organization as either a volunteer or in a leadership role working with volunteers
- Previous interview experience an asset
- Computer savvy (specifically Google based applications), comfortable communicating via email and connecting through social media platforms
- Ability to work independently as well as in a team environment with fellow volunteers
- Ability to oversee and lead a team of volunteers in coordination with other committee member
- Strong interpersonal skills with a flexible and outgoing personality
- Strong organization and time management skills

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Technology Capabilities Requirement: Remote access ability. You will be required to use your own computer/laptop and will need to have access to an email account that you will use to conduct Shoebox related correspondence on our behalf.

Screening Requirements: Application, Interview, Reference Check

Time Commitment: 2-5 hours per month during off months (February to September) and 2 hours per week during campaign months (October to January)

Duration: Minimum 1 drive season

Training & Supervision: Training provided through video conference or in person when able, written processes. Training & Supervision conducted by the Chapter's Local Coordinator

Benefits of Volunteering: Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially.