

DRIVER - Shoebox Deliveries

Volunteer Position Description



Summary

As a volunteer Driver with our team for the local chapter of The Shoebox Project for Women, you will be assisting your fellow chapter members develop and implement chapter initiatives, establish relationships within the community and raise awareness of the project as well as duties specific to your position. As a volunteer Driver, you are helping The Shoebox Project across North America in their efforts to support women impacted by homelessness.

Duties & Responsibilities:

- Recognize the importance and practice diligence with regards to shelter location information and the importance of maintaining the privacy of this information for security purposes
- Work closely with the Local Coordinator and other members of the volunteer driver team in pickups and deliveries of Shoeboxes; and adhere to protocols as set out by The Shoebox Project policies
- Ensure that agency acknowledgement form is completed upon deliver to shelter agencies/other agencies and ensuring those documents are provided to the Local Coordinator promptly
- Can include other pickups and deliveries such as fundraising items to and from local businesses that are designated drop-off locations and/or for promotional purposes.
- May include assisting in Shoebox inspections as needed

Qualifications:

- Proof of valid drivers' license and vehicle insurance
- Desire to give back to your community
- Excellent communication skills both verbal and written
- Ability to work independently as well as in a team environment
- Strong interpersonal skills with a flexible and outgoing personality
- Punctual, reliable and ability to take direction

Technology Capabilities Requirement: None (accessible by phone/email)

Screening Requirements: Application Form, Use of Car Waiver Agreement may be required

Time Commitment: Approx 2 hours per week during campaign months (November-December)

Duration: Can be a one-time opportunity or for the duration of the annual drive

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