

# SCHOOL OUTREACH COORDINATOR

## Volunteer Position Description



### Summary

As the School Outreach Coordinator 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 your community and raise awareness of the project as well as duties specific to your position. As the School Coordinator, you are helping The Shoebox Project across North America in their efforts to support women impacted by homelessness.

### Duties & Responsibilities

- Attend regular meetings 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
- Form relationships with local primary, secondary & post-secondary schools/clubs to spread awareness and gain interest and support for the chapter drive goals
- Secure schools (elementary and high school) participation in the project; via mini Shoebox drives, item donation collection, card writing or volunteering (for high school students)
- Work closely with your School Ambassador team (if position exists) and school contact to organize and facilitate presentations, dates and details
- Work closely with the school groups to help facilitate Shoebox drive days/events and ensure Shoebox quality is reached/inspections completed
- Work closely with the Logistics & Distribution team to organize Shoebox pickups, inspections & delivery schedules with schools
- Train volunteer school Ambassador team (if position exists) on school presentations & school drive details and logistics

### Qualifications

- Interest in issues related to women's homelessness and desire to give back to your community
- Experience working with school aged youth
- Excellent verbal communication/presentation skills with ability to tailor presentations for varied age groups
- 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
- Ability to oversee, train and lead a team of volunteers
- Strong interpersonal skills with a flexible and outgoing personality
- Strong organization and time management skills
- Open minded and not afraid to make "the ask"

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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, you may be asked to provide a current Vulnerable Sector Police Check to enter school property(subject to school policies)-be prepared to provide one at volunteer's expense

**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 your 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.***