

# SHELTER OUTREACH COORDINATOR

## Volunteer Position Description



### **Summary**

As the Shelter 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 Shelter Outreach Coordinator, you are helping The Shoebox Project across North America in their efforts to support women impacted by homelessness.

### **Duties & Responsibilities:**

- Act as an ambassador of The Shoebox Project to spread awareness and engage shelter agencies in your community about how we can support their clients
- Help your chapter educate the local community on the correlation between women and homelessness in your region to help gain support
- Attend regular meetings during off months (February to September) and on a weekly basis during campaign months (October to January)
- Form new and retain existing relationships with local agency contacts
- Work closely with the other chapter leads and the Local Chapter Coordinator to develop an outreach strategy within your community
- Track agency partnership information in a secure and confidential manner according to Shoebox Project policies and procedures to ensure privacy of information
- Ensure communication with shelter agency policies and procedures are discussed and ensure that all team members are aware of any restrictions/guidelines that need to be followed for the safety of shelter clients at all times
- Communicate with chapter team on Shoebox goals and deadlines
- Coordinate Shoebox delivery dates between shelter/agency contacts and inspection/delivery team to meet deadlines
- Ensure all agency acknowledgement waivers provided are completed and given to Local Coordinator for their records
- Obtain feedback from Shelters/agencies after drive to see if improvements are needed and communicate to team

### **Qualifications:**

- Interest in issues related to women's homelessness and desire to give back to your community
- Experience with charitable organization outreach an asset
- Excellent written and verbal communication skills
- Strong attention to detail and understanding the necessity of discretion that comes with the position
- Computer savvy (specifically Google based applications), comfortable communicating via email, phone and connecting through social media platforms
- Ability to work independently as well as in a team environment
- Ability to oversee and lead a team of volunteers with corporate initiatives
- Strong interpersonal skills with 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 approx 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 Local Chapter 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.*