

SHOEBOX INSPECTION & DISTRIBUTION COORDINATOR

Volunteer Position Description



Summary

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

Duties & Responsibilities:

- Attend regularly scheduled meetings during off months (February to September) and on a weekly basis during campaign months (October to January)
- Aid in securing storage during campaign months and assist with outreach for securing drop-off locations for shoeboxes
- Work closely with other lead coordinators and/or Local Coordinator to secure sponsorship for transportation, storage, volunteer food/refreshments as well as general supplies needed during the drive campaign (if drive is big enough to require)
- Work closely with the Local Coordinator/Volunteer Coordinator to secure and create sorting and delivery day volunteer schedules (if drive is big enough to require)
- Organize, manage the inspection of Shoeboxes prior to distribution
- Work closely with the volunteer driver team to communicate location information and the importance of maintaining the privacy of this information for security purposes
- Lead the driver team in delivery day logistics/schedules/safety and protocols as set out by The Shoebox Project policies

Qualifications:

- Interest in issues related to women's homelessness and desire to give back to your community
- Excellent communication skills both verbal and written
- Computer savvy (specifically Google based applications)
- Ability to work independently as well as in a team environment
- Strong interpersonal skills with a flexible and outgoing personality
- Strong leadership with emphasis on 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, (Additional screening requirements such as Proof of current valid driver's license & Proof of insurance may be requested if your position takes on driver support duties, Use of car waiver)

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 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.