

Big Bend Homeless Coalition
Volunteer and Children's Activities Coordinator
Full Time
Non-Exempt

\$10-\$14 per hour

Closes at 8 a.m. on Monday February 18, 2019.

POSITION SUMMARY:

The Volunteer and Children's Activities Coordinator (VACA) recruits, selects, screens, orients, trains, and schedules individual and group volunteers for the Big Bend Homeless Coalition. The focus of the VACA Coordinator is the HOPE Community Family Emergency Shelter program and its goals of ending each family's experience of homelessness as quickly as possible and supporting the safe and healthy development of HOPE's children while they are in the HOPE Community Family Emergency Shelter.

Qualifications

- Two years college; Bachelor's degree preferred.
- Experience working with children.
- Experience working with volunteers and event planning preferred.
- Dedication to the mission and values of the Big Bend Homeless Coalition.
- Motivated and organized.
- Ability to work well with diverse groups of people, including college students, persons experiencing homelessness, the faith community, and youth.
- Ability to motivate and energize people.
- Flexibility, creativity, and the ability to work as part of a team.

Duties & Responsibilities

1. Recruit, select, screen, orient and train and schedule individual and group volunteers.
2. Timely and professionally handle a high volume of daily email and telephone inquiries regarding volunteer opportunities.
3. Redirect potential in-kind and financial donors to the Development Manager or another manager.
4. Recruit and coordinate groups for 8-10 children's recreational events per year.
5. Recruit and coordinate groups for weekly, monthly and quarterly children's educational programming.
6. Recruit and coordinate Meal Volunteer Program (MVP) groups and Service Day groups.

7. Recruit and provide task supervision to interns needed for children's recreational events and educational programming.
8. Ensure donations are sorted and organized.
9. Manage secure storage, evaluate inventory, and stock distribution sites (RCS closet, Kindness Closet, Surplus Supply shelves, etc.)
10. Assist case managers with distribution of basic needs items.
11. Ensure Goodwill pick ups and availability of vouchers.
12. Maintain volunteer logging systems, update and maintain data, and prepare monthly reports of volunteer hours.
13. Prepare written reports of volunteer highlights, children's events, and educational programming activities.
14. Take and upload photos according to guidelines.
15. Ensure in-kind donation forms are available in key locations.
16. Update Volunteer and MVP calendar.
17. Other duties as assigned.

SUPERVISOR: **Development Manager**

RESPONSIBLE FOR: Volunteers and interns

SKILLS REQUIRED:

- Ability to work effectively with children and parents experiencing homelessness.
- Ability to successfully collaborate with individuals from various and diverse backgrounds.
- Excellent time management and organizational skills.
- Ability to recruit, motivate, and coordinate volunteers and interns.
- Ability to organize and maintain detailed records, complete necessary paperwork, and meet deadlines.
- Excellent interpersonal, oral, and written communication skills.
- Ability to efficiently and accurately use basic functions of Microsoft programs (Word, Excel, Outlook, etc.).

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Work indoors and outdoors performing volunteer management, training and administrative duties.
- Weekend and some evening work required.
- Transportation and valid Florida driver's license.
- Physically able to work in a fast-paced multitasked environment.
- Must be able to lift 35 pounds, work in extreme temperatures and intercede in the event of a crisis situation.