

Community Warehouse- Volunteer Coordinator

Posted: September 30, 2019

Location: Portland & Tualatin

Closing Date: October 15, 2019

Industry: Nonprofit, Other

Type: .5 FTE, 20 hours/wk, includes some evening and weekend hours

Salary: \$16- \$18/hr

Description:

Who We Are:

Community Warehouse believes that life is better when a house is a home. We connect donated household goods and furnishings to our neighbors in need, creating stronger home foundations and brighter futures. At the center of a network of over 205 partners, Community Warehouse's work is done in collaboration with organizations throughout the region. We rely on dedicated volunteers to support us in sorting donations, serving families, and operating our social enterprise retail shops.

Community Warehouse is an Equal Opportunity Employer, and we encourage applications from candidates who can contribute to the diversity of our organization.

Who We Are Looking For:

Community Warehouse is seeking an energetic, highly motivated Volunteer Coordinator. Reporting to the Communications Director, the Volunteer Coordinator is responsible for all aspects of developing a successful volunteer experience, including: recruitment, training, appreciation, and ongoing development of volunteers and ensuring that volunteer activities run smoothly and effortlessly. We are looking for someone who thrives in a fluid, fast-paced, work environment and enjoys working with people from all walks of life.

Who You Are:

You care deeply about sustainable reuse and believe that home is at the center of a person's well-being. You believe no one should be sleeping on the floor and that together we can ensure everyone has the furnishings they need to make a house a home. You are known for your enthusiasm, persistence, and your ability to foster long term relationships. You thrive on creating exceptionally meaningful volunteer experiences that are safe, engaging, fun and productive - resulting in an ongoing commitment to the organization. You are efficient and self-directed, yet collaborative and flexible and excel in a

team-oriented, and entrepreneurial environment. You keep volunteer engagement, satisfaction and fun at the center of your work. You have a valid driver's license.

Primary Responsibilities:

- Assess, train, and direct individual and group volunteers; provide ongoing support to department managers overseeing volunteers, and provide ongoing volunteer development opportunities.
- Plan and oversee groups of volunteers of varying ages (13 years old and up) and projects for groups of corporate, school, church, community volunteers and special events including logistics, setup, communication and materials.
- Speak publicly in both small and large group settings to recruit volunteers and educate volunteers about Community Warehouse's mission.
- Support department managers to maintain volunteer work areas to ensure safety, efficiency, and excellent customer service.
- Plan and execute volunteer recognition events.
- Communicate regularly with all volunteers to keep them updated and engaged.
- Manage the web-based volunteer scheduling and tracking account
- Perform administrative tasks related to volunteer activities such as logging volunteer hours and repack shift reporting.
- Other duties as assigned.

Skills and Experience of the Ideal Candidate:

- One year of demonstrated success in managing volunteers and large scale projects.
- Thrives working in a fluid environment and able to troubleshoot quickly.
- Ability to maintain focus on tasks and produce accurate work while providing individualized support to volunteers and colleagues.
- Experience managing databases, contacts, Microsoft Office suite, Google Drive, Newsletter
- Enjoys directing and motivating diverse groups of volunteers.
- Exceptional communication skills with a proven ability to oversee and facilitate group discussions.
- Excellent organizational, interpersonal, and customer service skills.

- Proficiency in Microsoft Office Suite, volunteer management databases, and warehouse inventory management systems.

The Fine Print:

Work performed in the warehouse involves a significant amount of walking on concrete surfaces. This position is fast-paced and physical, and involves standing for extended periods of time as well as repeatedly stooping, squatting, kneeling or bending. May move and carry objects up to 75 pounds (with support). Work can involve using hand and power tools. Accommodations available if requested.

Employees may be exposed to extreme temperature changes and various allergens. Workspace can be noisy. Employee may be exposed to sharp objects due to working with damaged products. Employee must be able to be certified in First Aid/CPR/AED. Employee will work periodically in an office environment using a computer and phones. The employee will regularly work some evenings and weekends. Employee will drive occasionally due to work performed in the community and to support both Community Warehouse locations (NE Portland and Tualatin).

Please submit your resume and cover letter to danit@communitywarehouse.org no later than October 15, 2019.