

PARTNERS IN HOUSING JOB DESCRIPTION

This document was
last reviewed on
Nov 14 2023

Job Title: Volunteer and In Kind Donation Coordinator

Reports To: Community Engagement Manager

Training Period: 3 months **Eligible for Overtime:** Yes

Supervisory: Employees: No Unpaid Staff: No Volunteers: Yes Oversees Contracts: No Boards: No

Job Titles Supervised: Volunteers

General Purpose: To assist the efforts of Partners in Housing by promoting the agency through work with volunteers, events, and in kind donations. To build and expand relationships and resources with in kind donors and volunteers by making systems efficient and effective.

Essential Duties and Responsibilities:

Volunteer Program

- Promote the efforts of the lead volunteers with coordination, scheduling, trainings, orientations, etc.
- Maintains volunteer schedules.
- Maintains volunteer handbook and ensures volunteers are informed of changes and emergency plans.
- Work with other staff and volunteers on events to include holiday party and other client events.
- Through communication with staff, identify volunteer opportunities within the organization.
- Assist with recruiting, screening, interviewing and orientation/training of new volunteers.
- Collaborate with PIH staff to support the scheduling efforts of volunteers with PIH departments, for example, Child care, Housing Operations.
- Along with Community Engagement Manager, greet volunteer groups at locations with supplies, and share the PIH message with new groups.
- Provide presentations about Partners in Housing's programs to potential volunteers and other groups, as needed.
- Ensure volunteer hours in all categories have been captured for reporting purposes.
- Provide tools to help volunteers use their time efficiently on meaningful tasks.
- Maintain and cultivate a relationship between all volunteers and PIH.
- Lead efforts for recognition and appreciation of volunteers.
- Provide event support by recruiting and coordinating volunteers, working with event planning committee and supervise volunteers during event

In Kind Donation Program

- Respond to calls and emails from donors who would like to give items.
- Work closely with staff to identify needs of Partners for in kind items and donation drives.
- Support Donation Center volunteers as needed. Limited time spent at the Donation Center, only as needed.
- With volunteers, assist donors when dropping off donations, acquire accurate information on donors, and provide them with receipts, only as needed.
- Support Donation Center volunteers to ensure procedures and policies are followed in the Donation Center to best utilize donated items.
- Promote higher utilization of Donation Center by Partners through electronic communications, such as Constant Contact and other means.
- With volunteer assistance, value the donations for PIH purposes based on thrift store values.
- Input in kind donation data into RE donor database and with volunteers generate thank you letters.
- Work with staff to promote efficient identification of furniture items needed by Partners for delivery.
- Coordinate or work with volunteers to schedule delivery truck for Partner deliveries and donor pickups of furniture
- Work with staff to ensure items for Welcome Baskets are in stock and ready to go to Partners as they move in.
- Work with Web Presence/Social Media Manager to publicize needs for in-kind donations and coordinate donation drives.
- Coordinate food donations through Care and Share's program, report on usage to Care and Share.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision making and Supervisory Responsibility:

HIRING	X						
ASSIGNING/SCHEDULING WORK	X						
MONITORING/CONTROLLING WORK	X						
DISCIPLINE	X						
PERFORMANCE EVALUATION	X						
SALARY RECOMMENDATIONS	X						
DISMISSAL	X						
BUDGET RESPONSIBILITY	None						
PROPERTY RESPONSIBILITY	Laptop, camera, phone						
CONFIDENTIAL INFORMATION	Responsible for the security of confidential information.						

I indicates Input only
 R indicates responsibility for Recommending a course of action requiring one other approval
 F indicates responsibility for the Final Decision

Minimum Requirements:

- Education:** High School diploma or GED.
Strong computer proficiency.
- Experience:** Minimum of two years of overall related experience to include volunteer engagement
Data entry skills, preference for donor software
Knowledge of software and ability to use Constant Contact, SignUp Genius, etc.
Knowledge of Colorado Springs social service agencies a plus.
- Or other background demonstrating application of the following knowledge, skills, and abilities:**
Excellent oral and written communication skills.
Ability to effectively convey the mission of PIH to other individuals.
Knowledge and willingness to learn the dynamics of homelessness.
Ability to work with others in a cooperative fashion.
Ability to motivate, activate, and organize others.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

WORK ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS	X		
NOISE			X
VDT/CRT USE			X
DRIVING		X	
STANDING			X
SITTING			X
WALKING			X
BENDING			X
WORK WITH OTHERS			X
REPETITIVE MOTION			X
OPERATING MACHINERY			
COPIER			X
TELEPHONE			X
FACSIMILE (FAX)			X
COMPUTER			X
MOUSE			X
PRINTER			X

OTHER REQUIREMENTS

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION		X	
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
LOCAL		X	
NATIONAL	X		
INTERNATIONAL	X		

This position requires travel between offices of Catholic Charities.

MOVING EQUIPMENT AND SUPPLIES

	SELDOM	OCCASIONAL	FREQUENT
LIGHT (Under 5 lbs.)			X
MODERATE (5 to 20 lbs.)			X
HEAVY (Over 20 lbs.)		X	

DESCRIPTION OF MOVEMENT

	SELDOM	OCCASIONAL	FREQUENT
LIFT/LOWER			X
CARRY			X
PUSH/PULL			X
REACH ABOVE			X