



Volunteer Local Coordinator Job Description

Summary

As a Local Coordinator for The Shoebox Project, you are the lead organizer of the organization's activities in your community.

Primary Duties & Responsibilities

The primary role of a community coordinator is to identify shelters and resource centres for women in need, identify suitable drop-off locations, market/advertise the drive to your community, quality control the Shoeboxes, and deliver Shoeboxes to the shelters at a mutually agreed time.

Other aspects of the role include, but are not limited to:

- Communicating with the national staff on a regular basis regarding your progress (seeking assistance when necessary)
- Contributing web and twitter content for the national staff to distribute
- Coordinating storage, transportation and delivery of boxes from drop-off locations to shelters
- Recruiting and managing a committee of volunteers
- Managing expenses in accordance with organizational procedure
- Act as an ambassador of The Shoebox Project in your community
- Develop a network of shelters and resource centres to partner with

Qualifications

- Interest in issues related to women's homelessness and desire to give back to your community
- Ability to manage a team of volunteers
- Ability to spend 5-15 hours a week during November and December (varies greatly based on size of gift drive, number of volunteers involved, etc.)
- Excellent communication skills – Coordinator is expected to respond to inquiries from community members, coordinate details with shelter staff, work with other local volunteers, and potentially solicit donations from local businesses
- Computer savvy, comfortable communicating via email and connecting through social media

Other Information

This position is unpaid.

The volunteer contract is for one year, with the expectation of organizing a minimum of one gift drive (during the holidays in most cases) in your community and the choice to participate in other activities as desired throughout the year.

Interested applicants should submit the corresponding application to kate@shoeboxproject.com.

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