

Local Chapter Coordinator

Volunteer Position Description



As a Local Coordinator for The Shoebox Project, you are leading this registered charity's activities in your community in efforts to support women impacted by or at risk of homelessness.

For those seeking a rewarding leadership experience! The primary role of a Local Chapter Coordinator is to effectively lead a chapter of the Shoebox Project goals in your community. By creating a fun and supportive environment you will manage and coordinate the efforts of your community volunteers and donors to ensure a successful Shoebox drive activity.

Duties & Responsibilities:

- You are an ambassador of The Shoebox Project in your community -*Lead the charge and represent with pride!*
- Identify and develop a network of shelters and resource agencies to partner with
- Recruit and manage volunteers to assist in various support roles
- Gain local Support. Reach out to your local community to introduce, inform & educate on The Shoebox Project's mission & vision and gather support for your chapter goals and encourage them to get involved.
- Manage chapter specific administration (inquiries, tracking, expenses)
- Initiate fundraising as needed to support chapter related expenses for help in meeting drive goals
- Manage social media content for your chapter (Facebook and Instagram),
- Organize corporate, community and school drives for those interested
- Coordinate inspections, storage, transportation and delivery of gifts from community drop-off locations to shelters - *deliver your shoeboxes and watch the smiles!*

Qualifications:

- Interest in issues related to women's homelessness and desire to give back to your community in a positive way
- Strong project management skills or previous experience in a leadership role with ability to recruit and manage a team of volunteers through a committee format or otherwise
- Ability and desire to reach out to your community with the "ask" of support
- Excellent communication skills – coordinator is expected to respond to inquiries from community members, coordinate details with shelter staff, work with other local volunteers, corporate and community/school groups, reach out to local press and community leaders and potentially solicit donations
- Computer-savvy (specifically with Google-based applications and navigating Google Drive)
- Comfortable managing, communicating and connecting through various social media platforms such as (Facebook/Instagram)
- Basic understanding of managing budgets and tracking expenses

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Requirements/Screening: Age 18+, Completed Volunteer Application, Resume, Interview, Reference Check

Time Commitment: 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.)

Duration: The expectation is to organize a **minimum of one gift drive** (during the holidays) in your community and the choice to participate in other activities as desired throughout the year. Regular monitoring and active communication through chapter email year round is the expectation.

Training: Training provided through video conference, online and written processes, ongoing training opportunities

Benefits of this Volunteer Role: Enjoy utilizing your professional skills while supporting a cause you are passionate about, use your spare time wisely by helping other women in your community and feel good about making a difference in someone's life, build valuable relationships & network with other like-minded people, be a positive leader within your community, gain additional life experiences, and have fun!

The Shoebox Project is an equal opportunity registered charity committed to diversity, equity and inclusion and welcomes all interested parties to apply. Please advise us in advance if you require any accommodation during the recruitment process.