

# Local Chapter Coordinator

## Volunteer Position Description



***Lead a movement of kindness and dignity for women in your community.***

### ***The Mission***

At The Shoebox Project, we believe that a small gesture can have a profound impact. As a **Local Chapter Coordinator**, you are the face of our charity in your region, recruiting and leading a dedicated team of Local Volunteers to collect and distribute gift-filled Shoeboxes from your community to women impacted by or at risk of homelessness. You aren't just coordinating logistics; you are delivering hope and human connection.

### ***The Opportunity***

This is a high-impact leadership role perfect for an "active and exciting" visionary. You will build a Local Chapter from the ground up (or take an existing one to new heights), managing everything from community outreach and volunteer recruitment to the final, rewarding moment when gifts are delivered to local shelters and support agencies.

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### ***Your Impactful Responsibilities***

- ***Be the Face of the Cause:*** Act as an ambassador, educating your community on the challenges facing women in need and inspiring others to take action.
- ***Build Your Dream Team:*** Recruit and lead a motivated group of volunteers to help share the workload and the fun.
- ***Forge Community Partnerships and Crucial Support:*** Identify and collaborate with local shelters, resource agencies, corporate, community and school partners to ensure needed support is received and ultimately reaches those who need it most.
- ***Drive the Gift Campaign:*** Oversee the "life cycle" of a gift, from initial fundraising and social media buzz (Facebook/Instagram) to the inspection and delivery of shoeboxes.
- ***Operational Excellence:*** Manage chapter administration and expenses, track community outreach and inquiries, and ensure the chapter runs smoothly and transparently using guidelines and policies.

### ***What You Bring to the Table***

- ***Leadership Heart:*** You have a passion for supporting women and a desire to make a tangible difference in the heart of your very own community.
- ***Project Management Prowess:*** You're organized, comfortable with a "committee" style of leadership, and can keep multiple plates spinning.
- ***Communication Skills:*** You are comfortable making the "ask" for support and can communicate professionally with shelter staff, donors, and local media.
- ***Tech Savvy:*** You're familiar with Google Workspace (Drive, Sheets, etc.) and feel right at home navigating social media.
- ***Financial Literacy:*** You have a basic understanding of budgeting and expense tracking.

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### **The Logistics**

- **Time Commitment:** *5–15 hours per week during the peak holiday season (Nov/Dec).* Expect light, year-round email monitoring to keep the chapter active.
- **Duration:** Lead one holiday gift drive per year, with the option to engage in year-round activities.
- **Screening:** Age 23+. Includes application, resume, interview, and reference check.
- **Training & Support:** You won't do this alone! We provide comprehensive training via video conference, online manuals, and ongoing mentorship.

### **Why Lead with Us?**

Beyond the "feel-good" factor of helping others, you will expand your professional network, hone your executive leadership skills, and build lasting relationships with like-minded change-makers in your own backyard.

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### **How to Apply**

***The Shoebox Project is an equal opportunity charity committed to diversity, equity, and inclusion. We welcome all interested parties and provide accommodations upon request.***

Complete our [General Volunteer Application Form](#) Or Email: [karen@shoebboxproject.com](mailto:karen@shoebboxproject.com)