

VOLUNTEER & GIFT INSPECTIONS COORDINATOR

Volunteer Role Description



The Mission

To uplift and empower women who are experiencing or at-risk-of homelessness through in-kind support, education, and community participation. At The Shoebox Project, we believe that a small gesture can have a profound impact. You're doing so much more than delivering gifts; you're delivering hope and human connection.

The Opportunity

As the Volunteer & Gift Inspections Coordinator, you are the backbone of our chapter's operations. You bridge the gap between the generosity of the public and the impact on the recipient. By managing our most valuable resources, our volunteers and the gifts they inspect, you ensure that every Shoebox delivered is a high-quality symbol of care and dignity.

Your Impactful Responsibilities

- **Team Building:** Lead the recruitment, screening, and training of dedicated volunteers for both gift inspection and driver roles.
- **Logistics Management:** Coordinate the intake of gifts from public drop-off locations and manage delivery schedules for corporate groups and community partners.
- **Operational Oversight:** Create and manage master schedules for inspection sessions, ensuring we have the right hands on deck to meet our delivery goals.
- **Delivery Coordination:** Communicate with the Local Chapter Coordinator to synchronize delivery windows between volunteer drivers and local shelters or agencies.
- **Volunteer Advocacy:** Help design and implement recognition and appreciation plans to celebrate the hard work of our volunteer community.
- **Active Engagement:** Attend agreed upon chapter meetings during various times throughout the entire year; actively participate in communications with your Chapter Coordinator by providing timely updates of your outreach and community engagement through the google based tracking sheets provided.

What You Bring to the Team

- **Natural Leadership:** You have a strong ability to take initiative and lead a diverse group of volunteers with warmth and professionalism.
- **Organizational Excellence:** You possess exceptional time-management skills and can navigate complex logistics with ease.
- **Effective Communication:** You have strong verbal and written communication skills and enjoy building relationships within the community.
- **Tech Savvy:** You are proficient in Google Workspace and comfortable managing correspondence via email and phone.
- **Technical Readiness:** Excellent time management skills with a high degree of computer literacy with access to your own computer/laptop.

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Commitment & Logistics

- **Time:** A commitment of **2–5 hours per month** from February to September, increasing to approximately **5 hours per week** during the peak drive season (October to January).
 - **Duration:** A minimum commitment of one full drive season is required.
 - **Training:** Comprehensive training is provided by the Local Coordinator through video conference, in-person sessions, or written guides.
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Why Join Us?

This role offers a significant leadership opportunity to utilize your professional skills for a vital cause. You will gain hands-on experience in volunteer management and logistics, expand your community network, and may request a letter of reference at the discretion of your Local Chapter Coordinator upon the successful completion of your term.

Screening Requirements

Applicants must complete a Volunteer application form; Interview, References, (Note: Proof of driver's license and insurance may be required if supporting driver duties).

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@shoeboxproject.com