



School Outreach Coordinator: Inspiring the Next Generation

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 School Outreach Coordinator, you are the link between local educational institutions and our mission to support women at risk of homelessness. By engaging students and faculty, you inspire young people to take action through gift drives, card writing, and awareness-raising, fostering a spirit of community and empathy in the next generation.

Your Impactful Responsibilities

- **Educational Advocacy:** Inform and encourage educators to utilize our school resources to enhance their experience. Participating in a Shoebox Project gift drive provides an opportunity for youth to consider the needs and challenges of those in their community, who are experiencing or at-risk-of homelessness.
- **School Partnerships:** Form and nurture relationships with local primary, secondary, and post-secondary schools and clubs to gain interest in chapter initiatives. Secure school participation through mini-Shoebox drives, item collections, and card-writing initiatives.
- **Event Leadership and Coordination:** Oversee school-led "drive days", facilitate class presentations, lead drive logistics to manage gift pickups, inspections to ensure gift quality meets our standards and inspections are completed successfully, and arrange delivery schedules from participating schools with your Chapter team.
- **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

- **Youth Engagement Experience:** You have experience working with school-aged youth and know how to connect with them effectively.
- **Presentation Prowess:** You have excellent verbal communication skills and the ability to tailor presentations for varied age groups.
- **Leadership & Training:** You are comfortable overseeing, training, and leading a team of volunteers.
- **Organizational Excellence:** You possess strong time-management skills and are a self-starter who works well independently or in a team.
- **Technical Literacy:** You are savvy with Google-based applications and comfortable communicating via email and social media.
- **Technical Readiness:** You have access to your own computer/laptop and a personal email account for project correspondence.



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Commitment & Logistics

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

This role offers a unique opportunity to use your professional skills to empower young people and make a tangible difference in your community. You will gain valuable experience in the non-profit sector, build a strong local network, and may request a letter of reference upon successful completion of your term.

Screening Requirements

Applicants must complete a Volunteer application form; Interview, References

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