



## **Donations and Volunteer Coordinator** **Job Description**

**Reports to:** Director of Shelter Services

**Position Information:**

- 32 hours per week/Part-time/flexible schedule to meet program needs
- Primarily between Monday and Friday with some evening and weekend availability required
- Non-exempt benefited position
- Pay Rate \$18-\$21.00

**Equal Employment Opportunity Statement:** SafeHouse Denver, Inc. is dedicated to the principles of equal employment opportunities. We provide equal employment and advancement opportunities to all individuals based on job-related qualifications and their ability and willingness to perform the duties necessary to accomplish the job, without regard to race, color, religion, creed, sex, marital status, national origin, age, sexual orientation, gender variance or identification, disability, military status, economic status, citizenship status, and/or veteran status. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.

**Position Summary:** Under the supervision of the Director of Shelter Services, this position is responsible for managing all in-kind donations needed for shelter, managing aspects of the food program, managing agency RTD program, and fulfilling the requests of clients through in-kind donations. This position also develops and implements programs and initiatives designed to foster strong volunteer and community engagement with SafeHouse Denver. Principle accountabilities include: managing the agency-wide direct service volunteer program; coordinating one-time/short-term group projects in collaboration with Facilities Manager; developing and maintaining strong volunteer partnerships with specific corporations, schools, churches and service organizations.

**Minimum Qualifications/Requirements:**

- Bachelor's degree and three years experience in volunteer program management and/or donor coordination and relations highly desirable.
- Experience in/knowledge of domestic violence issues highly desirable.
- Excellent verbal and written communication skills, as well as strong computer skills.
- Experience and comfort working with diverse populations.
- The ability to organize/prioritize work and achieve results.
- Self-motivated, team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.
- The ability to work collaboratively with staff, volunteers and the public.
- Good presentation skills.
- Has own transportation

**Specific Duties and Responsibilities:**

**Donations Coordinator- (approx. 90%)**

➤ **Donations Management**

- Responsible for awareness of shelter donation needs and storage capabilities.
- Responsible for responding to all donation calls in a prompt, professional manner.
  - Coordination of donation drop-off at CAC
  - Refusal of donation in a manner that still promotes future donations.
- Responsible for the organization of in-kind donations in storage on shelter property.
- Fulfillment and distribution of client requests.

- Identifies and plans for ongoing in-kind needs of the shelter program. This includes soliciting and obtaining donations and purchasing items not donated.
- Food Program Management
  - Responsible for managing requirements, and monthly reporting needs of CACFP, including postings and staff training.
  - Responsible for preparing a weekly menu for clients to follow.
  - Responsible for awareness of food needs to complete menus, to ensure fresh food availability for clients and food availability that meets state food program requirements.
  - Responsible for pick-up of donated dairy products on a weekly basis.
  - Responsible for on-line submittal of orders, and pick-up of, shelter needs from Sam's Club on a weekly basis.
- RTD Program
  - Responsible for monitoring bus passes quantities.
  - Responsible for monthly, quarterly and yearly reports required by RTD for program participation.

**Volunteer Coordinator- (approx. 10%)**

- Develop and manage a comprehensive volunteer program designed to meet SafeHouse Denver needs.
  - Work with the Director of Shelter Services and the Director of the CAC to identify and develop direct service and administrative volunteer opportunities on an ongoing basis.
  - Develop and implement volunteer recruitment strategies to attract and retain a diverse corps of volunteers.
  - Develop and manage a viable interview/screening process for volunteers.
  - Ensure that all volunteers complete required paperwork. Provide the Development and Communications Manager with a list of new volunteers and full contact information to be entered in Sage on a monthly basis.
  - In conjunction with appropriate staff, develop/implement a volunteer orientation, training and continuing education process to ensure that volunteers are well-prepared to assume their responsibilities and receive the support they need to serve effectively.
  - Plan and implement cost-effective initiatives to retain and recognize volunteers.
- Coordinate all one-time or episodic group volunteer projects at the Shelter and CAC as approved by the Director of Shelter Services and/or Director of the CAC.
- Represent SafeHouse Denver at volunteer fairs, business or corporation outreach events, or other basic community outreach presentations tied to volunteer or donation recruitment as appropriate.
- In conjunction with other designated staff, coordinate the annual holiday adoptions program for the Shelter.
- Participate in continuing education opportunities in volunteer management as appropriate.
- Provide volunteer and special project-related information to the Development and Communications Manager for inclusion in the SafeHouse Journal, Annual Report and E-newsletter.

**All other duties as assigned**

**Working Conditions:**

Works in office areas as well as throughout the facility and in the community at-large. Sits, stands, bends, lifts, and moves frequently during working hours. Must be able to lift, push, pull, and move a minimum of 50 pounds. Must be able to interact and clearly communicate with staff, donors, contractors, volunteers etc., under all conditions and circumstances.

**How to apply:** All interested parties must submit a cover letter to the Director of Shelter Services, Cymone Williams at [cwilliams@safehouse-denver.org](mailto:cwilliams@safehouse-denver.org). No calls, please.