

# Local Coordinator Volunteer Role Description



## Summary

As a Local Coordinator for The Shoebox Project, you are the lead organizer of the organization's activities in your community.

## Primary Duties & Responsibilities

The primary role of a community coordinator is to identify shelters and resource centres for women in need, identify suitable drop-off locations, market/advertise the drive to your community, quality control the Shoeboxes, and deliver Shoeboxes to the shelters at a mutually agreed time.

Other aspects of the role include, but are not limited to:

- Act as an ambassador of The Shoebox Project in your community
- Develop a network of shelters and resource centres to partner with
- Communicating with the national staff on a regular basis regarding your progress (seeking assistance when necessary)
- Managing donations/expenses in accordance with organizational procedure
- Recruiting and managing a committee of volunteers
- Coordinating storage, transportation and delivery of boxes from drop-off locations to shelters
- Responding to email inquiries, and contributing web and twitter content for the national staff to distribute

## Qualifications

- Interest in issues related to women's homelessness and desire to give back to your community
- Ability to manage a team of volunteers
- 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.)
- Excellent communication skills – Coordinator is expected to respond to inquiries from community members, coordinate details with shelter staff, work with other local volunteers, and potentially solicit donations from local businesses
- Computer savvy, comfortable communicating via email and connecting through social media

## Other Information

This position is unpaid.

Training required through Video Conference or Call

The volunteer contract is for one year, with the expectation of organizing 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.

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