



VOLUNTEER COORDINATOR JOB DESCRIPTION

Purpose: The Volunteer Coordinator implements the volunteer engagement program at Furniture Friends to ensure that we are successful in fulfilling our mission of acquiring and delivering furniture to people in need throughout Greater Portland.

Location: The Volunteer Coordinator will work primarily from the Furniture Friends offices at 15 Saunders Way, Westbrook, ME.

Key Responsibilities:

- Recruits, schedules, trains, motivates and oversees volunteers to ensure staffing needs are met for ongoing operations (i.e., assessing client needs, picking up furniture donations and delivering furniture to clients).
- Leads volunteer teams.
- Conducts public presentations and attends fundraising or publicity events to increase organizational visibility and recruit volunteers.
- Participates in marketing and fundraising activities.
- Drives the truck as needed.
- Attends to administrative needs to support the volunteer program.

Reporting: The Volunteer Coordinator reports to the Executive Director with supervision from the Operations Manager.

Qualifications: The Volunteer Coordinator must be skilled at overseeing and managing a comprehensive volunteer engagement program to support the expanding operations required to serve 600+ clients/year. S/he also must be comfortable speaking in public and able to share Furniture Friends' story with potential volunteers from a variety of sources (i.e., schools, faith communities, businesses). Basic organizational and computer skills are a must as well as a friendly, energetic attitude and willingness to work as a team. In addition, the Volunteer Coordinator must hold a valid driver's license, proven ability (or willingness to learn) to drive a 16' box truck, ability to lift 30 pounds.

Dress Code: Business casual.

Additional Requirements: The Volunteer Coordinator must complete a background check as well as a driving records check.

Time Commitment: 25 hours/week, initially, with additional hours as funding permits.

Salary: \$14-16/hour with generous vacation and holidays.

A resume and letter of interest must be sent to info@furniturefriends.org. The position will remain open until filled. Furniture Friends is an Equal Opportunity Employer.