



The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Job Title	Volunteer and Donations Coordinator	Job Classification	Exempt
Reports to	Shelter Services Director	Job Type	Full Time
Supervises	Volunteers	Location	Emergency Shelter
Date Created	09/25/2009	Date Updated	08/2018

Job Summary:

Coordinate YWCA volunteers and organize/maintain donations process to support organization.

Core Competencies:

Safety/Security	Communication	Enthusiasm
Empowerment	Collaboration Fostering	Flexibility/Adaptability
Inclusion	Teamwork	Detail Orientated

Job Duties

Volunteer:

- Continue development of the Volunteer Program, including regular volunteer orientations, current volunteer job descriptions, onboarding materials, trainings and volunteer recognition and retention.
- Act as a liaison and build relationships between the YWCA and community volunteers: individual and volunteer groups.
- Actively recruit community service organizations, community members, businesses, and schools for volunteer opportunities.
- Promptly respond to volunteer and donation information requests.
- Manage and maintain volunteer database, including data entry of volunteer records: keeping statistics for grants, including volunteer/committee hours and numbers of.
- Serve as main contact and coordinate Volunteer Services Committee.
- Represent the YWCA at events, including speaking engagements, booth fairs, and community volunteer groups.
- Staff liaison to Cosmopolitan club.
- Give tours of the Emergency Shelter to individual and community groups.
- Participate in and help organize volunteers for YWCA events including: Woman of the Year, Unique Boutique, Winter Wonderland Party, 35 under 35, Bridge O Rama, Cherries for Charity, and Chocolate Fantasy.
- Plan and facilitate meetings for holiday events.

Donations:

- Work with development team to coordinate community donation drives
- Oversee donation process including accepting, sorting, organizing and properly putting away/storing donations.

- Maintain all donation areas: closets, work area, clothes boutique and others.
- Coordinate with YWCA team on volunteer and donations needs, storage, etc.
- Manage Donation Bin Program to include maintenance and process as well as filling in as necessary when the Donation Delivery Driver is absent.

Other Duties:

- Provide coverage for departments during breaks, vacation, or staffing shortages.
- Coordinate the scheduling of the meeting rooms for usage both internally and externally. Ensure room is prepared to meet requested specifications for events.
- Align duties and goals with the YWCA Development strategic plans/initiatives.
- Provide current certification in CPR and First Aid.
- Prompt and reliable attendance is required.
- Other Duties as assigned.

Requirements:

- Requires at least an AA degree or 2 years of experience in Communications, Business or related area. BA is preferred.
- Excellent oral, written, and interpersonal communication skills.
- Meet background requirements.
- Current driver's license and proof of insurance with insurable driving record.
- Ability to communicate with and work well with a diverse group of people
- Strong computer skills, including Word, Outlook, Excel and PowerPoint.
- Understanding of domestic violence and homelessness preferred, but not required
- Schedule requires flexibility and adaptability. This includes some evening, special event and weekend hours.
- An understanding of, appreciation for, and support of the mission of the YWCA Cass Clay, which is eliminating racism and empowering women.

Requirements:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential job functions of this position. While performing the responsibilities for this position, the employee is required to sit, stand, walk, climb stairs, climb, twist at waist, bend, squat, kneel, stoop, crouch, reach overhead, and drive frequently. The employee will be required to push and carry continually. Static motions such as standing in place and sitting at desk are performed occasionally, and other static motions are performed continually. Repetitive motions including keying, data entry, wrist motion, and reaching above shoulders are performed frequently. The employee is occasionally required to lift up to 40 lbs. They are frequently required to carry up to 75 lbs., push over 75 lbs., and pull over 75 lbs.

The description above provides the general nature and level of work being performed by those assigned to this position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I have reviewed and understand this job description and can perform the above duties with or without reasonable accommodation.

Signature: _____

Date: _____