

<b>Job Title</b>	Volunteer Coordinator – Part Time
<b>Employer/ Agency</b>	Books Between Kids
<b>Job Description</b>	<p>The volunteer coordinator’s primary responsibility is to coordinate the organization’s volunteer activity and foster a strong volunteer community. This includes recruiting for and posting volunteer opportunities, training and managing volunteer leaders, assisting with warehouse operations, tracking volunteer hours, encouraging volunteer engagement, and assisting with coordination of volunteer book donations.</p> <p><b>Major Duties and Responsibilities:</b></p> <p><b>Volunteer Management &amp; Engagement</b></p> <ul style="list-style-type: none"> <li>• Assist Program Manager to schedule and post online volunteer calendar</li> <li>• Serve as primary contact for volunteers during volunteer shifts</li> <li>• Help source new volunteer groups as needed</li> <li>• Respond to volunteer inquiries</li> <li>• Assist Program Manager to oversee volunteer leadership group (the Book Brigade)</li> <li>• Train and support volunteer leaders to assist with the warehouse operations</li> <li>• Document and track volunteer hours and volunteer engagement</li> <li>• Train volunteers on book sorting processes to ensure quality of book processing</li> <li>• Foster a strong sense of community amongst volunteers</li> </ul> <p><b>Book Donation/Drive Coordination</b></p> <ul style="list-style-type: none"> <li>• Assist with book donations at the warehouse</li> <li>• Provide book drive hosts/donors with information about appropriate books for our program and resources to support successful community-driven book drives</li> <li>• Ensure documentation of book donations and recognition of drives and donors.</li> </ul> <p><b>Warehouse Management</b></p> <ul style="list-style-type: none"> <li>• Ensure that warehouse is organized and well-maintained</li> <li>• Support volunteers with necessary supplies and training to keep warehouse operating efficiently and cleanly.</li> <li>• Assist Program Manager with maintaining accurate records of warehouse productivity and book donations</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A high school diploma is required along with some post-secondary education</li> <li>• One to two years experience with a nonprofit organization preferred</li> <li>• Experience in volunteer coordination</li> <li>• Strong interpersonal, communication, and organization skills</li> <li>• Must be detail oriented</li> <li>• Proven ability to work with diverse groups of individuals</li> <li>• Must be able to perform physical tasks in the warehouse considered light to medium by federal standards.</li> <li>• Microsoft Word, Microsoft Excel, cloud-based storage, and social media platforms. Prior experience with constituent relationship management systems a plus but not required.</li> </ul>
<b>Salary/Hours</b>	<p>Hourly/Part-Time Position</p> <p>The volunteer coordinator is a 15-hour a week position. Must be able to supervise three Saturday volunteer shifts a month at our warehouse in the months of September to March. (Volunteer shifts are typically 8am-3pm.) Volunteer shifts between April and August are scheduled during regular business hours, Monday-Friday. Remaining hours worked will be scheduled in coordination with the program manager.</p>
<b>Employer/Agency</b>	Books Between Kids
<b>Address</b>	9947 Harwin Drive, Suite B
<b>City, State, Zip</b>	Houston, TX 77036
<b>Contact Person</b>	Jamie Grissom
<b>Contact Title</b>	Executive Director
<b>Telephone Number</b>	832-831-1402
<b>Email Address</b>	<a href="mailto:Jamie@booksbetweenkids.org">Jamie@booksbetweenkids.org</a>
<b>Application Method</b>	Interested Parties should email their resume and cover letter
<b>Opening Date</b>	6/14/18

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.