



Volunteer Coordinator

Position Overview

Our client, **Shelterhouse**, located near downtown Cincinnati, is a community of residents, staff, and volunteers working together to provide basic human services for the men and women of the Greater Cincinnati area who are experiencing homelessness. They pride themselves on providing unconditional care and compassionate assistance for both men and women – while empowering those without resources to move from homelessness and destitution to shelter and stability.

They are looking for a **Volunteer Coordinator** to join their strong and collaborative team. The **Volunteer Coordinator** is responsible for coordinating and managing all volunteer groups, networking with vendors to solicit donations, and managing all incoming donations at both Shelter locations. They will enjoy a collaborative work environment where everyone pitches in to get things done.

If you have a passion for helping others with an ambitious attitude, let's chat!

Key Responsibilities

- Provide orientation and coordination for prospective volunteers.
- Represent the organization at networking events to recruit volunteers.
- Coordinate, respond promptly, and schedule pick-ups of in-kind donations with the Facilities Department.
- Prepare move-out packages for clients as requested by the Case Managers.
- Oversee the Day Program/Event Calendar for the men's and women's shelters.
- Monitor and maintain inventory in the donation rooms of the men's and women's shelters.
- Regularly review the donation wish list to ensure its relevance and alignment with current needs.
- Support the Resident Aide and Case Managers in procuring items needed for clients.
- Serve as the primary contact between Feed the Need volunteers and the Kitchen Manager for coordination.

Requirements

- High School Diploma
- Preferred prior experience in a non-profit organization.
- Ability to pass a thorough background check.
- Flexibility to work weekends, evenings, and holidays as required.

Desired Attributes

- Strong communication skills
- Ability to network and develop new connections and relationships
- Self-motivated, Disciplined, Detail oriented, and takes initiative
- Exceptional time management skills
- Comfortable working in a fast-paced environment

Benefits & How to Apply

Benefits include a competitive base salary, being part of a growing company, as well as a competitive and comprehensive benefits package including 401k, attractive healthcare coverage, dental, vision, and employer-paid life insurance, ample paid time off, and a consistent in-office work schedule.

A Slice of HR is working with this client on a retained search basis. If you meet the qualifications and want to join this team of talented individuals, please send your resume to tiesha@asliceofhr.com.