

Position: Volunteer Coordinator

Reports to: Executive Director

Hours: Part-time-Monday, Wednesday, and Friday, 8:00 AM–4:00 PM
(Every other Sunday required, 8:00 AM–4:00 PM).

Salary: \$16/HR

Benefits: Paid Time Off

Position Summary:

Family Promise of Greater Beloit is seeking a dedicated and organized **Volunteer Coordinator** to manage and engage with volunteers, churches, and businesses to support our shelter guests. This position plays a key role in coordinating community partnerships and ensuring that meals are provided on **Mondays, Wednesdays, and Fridays**. The ideal candidate will have excellent customer service skills, be tech-savvy, and maintain confidentiality while professionally representing the organization.

Key Responsibilities:

- **Volunteer & Community Engagement:**
 - Develop and maintain relationships with **churches and businesses** to coordinate meal donations for shelter guests.
 - Recruit, train, and retain volunteers to support Family Promise programs.
 - Engage with the community through **public speaking** and outreach initiatives.
- **Administrative Duties:**
 - Utilize **Microsoft Office and Google Suite** to manage volunteer schedules and communications.
 - Operate office equipment, including scanners, fax machines, and file conversion tools (PDF).
 - Maintain organized records of volunteer activities, donations, and events.

- **Event & Program Coordination:**

- Plan and facilitate **craft activities** for guests and volunteers.
- Assist with social media presence to promote engagement and volunteer opportunities.
- Represent Family Promise professionally at community meetings, events, and partnerships.
- Attend and participate in the point in time homeless count twice annually.

- **Confidentiality & Professionalism:**

- Handle sensitive information with **tact and discretion**.
- Uphold the mission and values of Family Promise while interacting with guests, volunteers, and donors.

Qualifications & Skills:

- Strong **customer service** and interpersonal skills.
- Ability to work independently and **collaborate with diverse groups**.
- Experience in **public speaking** and community engagement.
- Proficiency in **Microsoft Office, Google Suite, and social media platforms**.
- Detail-oriented with strong **organizational and administrative** skills.
- Ability to adapt and fill-in as needed.
- Must be **technology-savvy** and able to troubleshoot basic office equipment.

This job description is intended to provide a general overview of the duties and responsibilities of the position. It is not all-inclusive, and additional tasks or duties may be assigned as needed to meet the organization's needs.

If you are passionate about making a difference in the lives of families experiencing homelessness and have the skills to build strong community partnerships, we invite you to apply! Submit your resume along with a cover letter to the executive director Ann Bruce annbruce@familypromisebeloit.org.

