

Sharing Center and Diaper Bank Coordinator Job Description

Hours: 20-25 hours per week

Compensation: \$15/hr

PRIMARY OBJECTIVE OF JOB

The Sharing Center/Diaper Bank Coordinator demonstrates the mission and values of the organization by managing all functions and volunteers to provide the highest level of service possible in an efficient, courteous, personable and professional manner to ensure a positive experience for our clients, volunteers and community partners. This position is accountable to the Executive Director.

RESPONSIBILITIES

Sharing Center Duties-10-15hr/wk

1. Sharing Center Store
 - a. Staff a team of volunteers and prepare Sharing Center for Open Hours
 - b. Keep center shopping area stocked, organized and presentable for Open Hours
 - c. Manage operating procedures and policies for efficient service to clients
 - d. Maintain good relationship with CMC staff/landlord
2. Volunteer Management
 - a. Recruit, train and supervise volunteers
 - b. Manage scheduling tool for volunteers
 - c. Work with community partners to ensure steady volunteer base
 - d. Schedule sorting groups regularly (weekly/monthly)
 - e. Be available to volunteers to give them ongoing mentorship and support
3. Donation Management
 - a. Maintain relationships with donation sources to ensure steady donation intake
 - b. Manage donation inventory in storage area
 - i. Keep storage area organized and accessible
 - ii. Work with community partners to responsibly pass along excess items
 - iii. Process large equipment and seasonal items in a timely manner
 - iv. Educate volunteers on intake so only usable donations are accepted
4. Administrative tasks
 - a. Manage client paperwork and database
 - b. Timely response to Sharing Center email inquiries

- c. Write monthly newsletter articles and compile monthly statistics
 - d. Manage volunteer paperwork and database
 - e. Communicate effectively with Director, Board, and CMC staff
5. Annual tasks
 - a. Plan annual meeting for volunteer education and appreciation, with help of Director
 - b. Prepare annual stats report for Director

Diaper Bank Duties 10hr/wk

1. Oversee Diaper Bank
 - c. Assess need, purchase, stock diapers
 - d. Manage Diaper Inventory Excel Spreadsheet
 - e. Help recruit and manage volunteers.
 - f. Timely response to email inquiries
2. Submit monthly volunteer newsletter article
3. Coordinate Diaper Drives in the community
 - a. Set up and take down drives
 - b. Support and thank hosts/coordinators
 - c. Maintain current hosts and gather new hosts
 - d. Promote hosts on website and Facebook with Director
4. Co-chair DiaperDash Event Committee
 - a. Diaper Need Awareness Week promotion and organization
 - b. Identify and contact DiaperDash sponsors (with committee's help)
5. Complete Annual National Diaper Bank Network Survey

QUALIFICATIONS

1. Commitment to quality services for clients and families
2. Strong interpersonal communication skills and ability to interact with people of all ages and backgrounds, including ability to manage conflicts
3. Strong problem solving, organizational and follow-up skills
4. Ability to exercise good judgment, make sound decisions and protect the confidentiality of information
5. Ability to demonstrate strong leadership skills with small and large groups, work independently and in a team environment which fosters effective teamwork in meeting the mission of Pregnancy Helpline
6. Ability to perform heavy lifting duties which include the equivalency of lifting up to and over 25 lbs., repeated bending and stooping, prolonged walking and standing, and frequent pushing and pulling movements
7. Ability to speak Spanish preferred