



St. John Center for Homeless Men Volunteer Coordinator

Position Title: Volunteer Coordinator
Reports To: Program Director
Position Summary: Responsible for managing all processes related to volunteers and responsible for managing client-level data entry and reports for the shelter program. Duties include, but are not limited to:

Schedules a full complement of volunteers for the day, for the week, for the month, and maintains a current volunteer roster and contingency schedule for up to 160 volunteers;

Develops processes for recruitment, selection and orientation of volunteers, in conjunction with providing related activities and updated materials designed to strengthen and retain volunteers who demonstrate a commitment to service, hosts a monthly volunteer orientation for new volunteers, compiles and distributes a monthly volunteer newsletter, coordinates quarterly training for volunteers on relevant topics;

Manages volunteers daily and communicates with them via frequent correspondence;

Organizes volunteer appreciation events and ensures agency representation at neighborhood events.

This position requires some evening and weekend hours.

To apply: Send cover letter and resume to Mary Luke Noonan, Program Director, at mlnoonan@stjohncenter.org by Friday, November 15, 2019.

Agency description: St. John Center helps homeless men address barriers to self-sufficiency and housing so that they may leave homelessness for good. By providing daytime shelter, social services, supportive housing, and serving as a hub with partner agencies, St. John Center is where homeless men seek help, find hope, and move forward. St. John Center is a high-volume shelter, serving an average of 165 men a day, and is open 7 days a week from 7:00 am – 3:00 pm. In addition to over 20 full-time and 5 part-time St. John Center staff, outreach workers from several partner agencies utilize the space daily.

Minimum requirements: Preference given to an associate's degree and/or two years of experience in social work or closely related field.
Basic computer literacy.