



WE ARE HIRING!

Volunteer Coordinator

Job Title: Volunteer Coordinator providing transformative experiences to the community we serve.

Job Description: greeNest is looking for a warm and engaging individual to advance the mission of greeNest through the coordination of volunteers. The Volunteer Coordinator, in collaboration with other greenest staff and volunteers, assists with all aspects of the volunteer program, including recruitment, orientation, training, communication, engagement and recognition of volunteers. This is a 15 hr per week position with the potential for expansion as funding allows.

About greeNest: greeNest is a small, unique nonprofit agency serving individuals and families transitioning from crisis to stable housing with furnishing essentials. greeNest's mission is to provide affordable housewares and furnishings to low-income families to help transform their houses into homes. Our Finally Home program provides gently used, donated furniture and housewares to individuals and families moving from crisis to sustainable housing. Our Up Off the Floor program provides new beds to children birth-18 years who do not have a safe place to sleep. We partner with more than 100 community agencies to identify individuals and families who lack the resources to provide essential furnishings for their homes. We are "working together to transform our community, one nest at a time."

What it's Like to Work Here: At greeNest, we see lives transformed every day. We have a community that offers a warm welcome to all who come to greeNest. Our small staff team works closely with volunteers to create a beautiful furniture showroom and a culture of respect and dignity. Our team members all share a positive attitude, problem-solving abilities, and patience, enabling them to provide excellent customer service. Don't miss out on this rare opening with us!

A Day in the Life as a Volunteer Coordinator: Each day is a little different. There are different volunteers, different participants, different donors, and different community partners. You will

provide training and guidance to greeNest’s amazing volunteers, enabling them to assist in all aspects of greeNest’s mission. You will coordinate the calendar schedule for new volunteer orientation and work with seasoned volunteers to create “work alongside” opportunities for new volunteers. You will help the staff communicate with and celebrate volunteers.

You will work closely with the greeNest staff team to stay on top of their needs for more volunteers with special skills or volunteers for special events. You will work with the Community Engagement Manager for any marketing needs you have. You will coordinate special training needs with the Program Manager and Facilities Manager.

You are often the first contact for potential volunteers and will welcome them and help them feel a part of the Nest. Relationships are critical to the success of our programs and the Volunteer Coordinator is key to maintaining the greeNest culture.

Qualifications

- Demonstrated understanding and appreciation of greeNest culture: high value on volunteer time and contributions; appreciation for all donors (both financial and furnishings); respect for agencies and case managers; and validation of the dignity of the participants
- Excellent verbal and written communication to effectively interact with volunteers, recruit new ones, and provide clear information.
- Ability to inspire, motivate, and guide volunteers, creating a positive and engaging volunteer experience.
- Able to efficiently manage multiple tasks, scheduling, tracking volunteer hours, and maintaining accurate records.
- Ability to build rapport with volunteers, understand their needs, and foster a sense of community.
- Prior experience recruiting, training, placing, and supervising volunteers in a nonprofit setting.
- Able to identify and resolve issues that may arise with volunteers or within the volunteer program.
- Flexibility to adjust to changing needs and unexpected situations.
- Ability to collaborate with other staff members to achieve organizational goals.

Send resumes with cover letter to julia@greenestws.org by 3/10/25.