

Volunteer Leader

Reports to Hope Center Manager

JOB OVERVIEW

The Volunteer Leader will host and direct groups of volunteers in making and packaging Phil's Friends care packages, creating a positive volunteer experience. Responsibilities will also include inventory management and general warehouse labor.

RESPONSIBILITIES

- Greet Volunteers, direct check-in, communicate the mission of Phil's Friends to volunteers, and deliver presentations to diverse groups.
- Instruct volunteers on the process of building a Phil's Friends care package, making cards, monitoring volunteers to ensure proper adherence to the process.
- Ask volunteers to donate financially.
- Interact with volunteers to promote engagement with Phil's Friends, driving care package requests, and encouraging volunteers to return.
- Lead a brief Christian prayer, inviting volunteers to pray for our friends with cancer.
- Complete production and volunteer reports for each volunteer shifts.
- Perform some general labor and warehousing tasks.
- Assist with receiving and processing inventory, utilizing inventory management software.
- Clean and maintain the appearance of the Hope Center.
- Perform other duties as assigned.

QUALIFICATIONS

- Must be 18 years of age or older.
- Experience with and passion for Christian Nonprofit organizations; with history of volunteering or working for these organizations.
- Commitment to support, promote, and effectively communicate Phil's Friends mission and goals.
- Strong interpersonal and group communication skills.

- Ability to respectfully communicate and work with diverse groups, varying in age, religious beliefs, ethnicity, ability level, etc.
- Ability to stand for long durations of time and use a variety of motor skills to push, pull, and lift up to 30 pounds.
- Ability to assertively coordinate and delegate.
- Flexible, adaptable, and able to troubleshoot.
- Charitable desire to serve those in the cancer community.
- Occasionally participate in organization events outside of the regular schedule.

SCHEDULE

- Flexible hours, subject to staffing needs. Hours vary each week.
- Availability at least one evening each week and at least one Saturday each month.
- Regular team meetings.

To apply, send a cover letter and resume to [**info@philsfriends.org**](mailto:info@philsfriends.org) - include Volunteer Leader and your first and last name in your email subject line.