

## **Volunteer & In-Kind Donations Coordinator**

Holy Family Shelter, an emergency residential shelter for homeless families, has an immediate opening for a full-time Volunteer & In-Kind Donation Coordinator. This position is responsible for managing the shelter's active pool of volunteers, recruiting and training new volunteers, and the coordination of in-kind donations. In addition, a portion of this position requires shift-supervisor responsibilities: intake of new families coming into shelter, assisting current residents with basic priority needs, supervision of residential program. Candidate must be flexible with work schedule and will be required to work weekends and occasional holidays. Email letter of interest and resume to: [resume@holyfamilyshelter.net](mailto:resume@holyfamilyshelter.net). Include "Volunteer & In-Kind Donation Coordinator" in the subject line of email. No telephone calls or faxes please.