



St. Francis House

413 S. Main St., Gainesville, FL 32601
352-378-9079

Creating New Futures

for women & families experiencing homelessness

JOB DESCRIPTION

VOLUNTEER COORDINATOR

Non-Profit Organization

Job Title: Volunteer Coordinator

Organization: St. Francis House, Inc.

Location: 413 S. Main St., Gainesville, FL

Employment Type: Part-Time, 24-32 hours per week

Reports to: Director of Development

Compensation: \$17/hour

JOB SUMMARY

St. Francis House, a shelter for women and families with children experiencing homelessness, is seeking a dedicated Volunteer Coordinator. This role is fundamental in ensuring the effective recruitment, training, and retention of volunteers who are essential in our mission of providing safe shelter, individualized assistance, and compassionate care to those most in need in our community. The Volunteer Coordinator will serve as a liaison between volunteers and staff, ensuring that volunteers are engaged, appreciated, and effectively utilized in various roles within the shelter.

PRIMARY RESPONSIBILITIES INCLUDE

Volunteer Management:

- Recruit, train, and retain volunteers and volunteer groups.
- Schedule and coordinate all volunteer activities at all St. Francis House, Inc. properties.
- Arrange and schedule groups to provide and serve evening meals for overnight shelter guests.
- Monitor volunteer compliance with shelter policies and procedures.
- Plan and implement recognition activities for volunteers.
- Explain agency policies and expectations to volunteers.
- Address volunteer questions and concerns professionally.

Program Development:

- Evaluate and improve volunteer programs.
- Assist in the development and implementation of expanded services.
- Maintain accurate records and prepare reports on volunteer activities.

Community Engagement:

- Work with the Director of Development on community relations activities.
- Help build and maintain relationships with community organizations and donors.



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CORE JOB REQUIREMENTS

- Proficient use of Google Drive and basic Microsoft applications, including *Word*, *Excel*, and *Outlook*.
- Experience in Human Services and with a variety of populations.
- Ability to solve problems, make decisions, resolve conflicts and listen to volunteers and staff.
- Ability to deal calmly with crises.
- Possess accountability, adaptability and flexibility.
- Willing to work as a member of a team and effectively collaborate.

VALUES AND CULTURE

- Treat all clients, visitors, and employees with compassion, dignity, respect, and understanding.
- Develop knowledge of community resources to share with staff and guests.
- Maintain strict confidentiality of guest information and privacy.

QUALIFICATIONS

- High school diploma or equivalent, or relevant professional experience.
- Professional and respectful disposition when communicating with all staff, donors, volunteers, and guests.
- Basic computer and phone skills and ability to use email, volunteer management software, and teleconference platforms (an email address will be provided).
- Strong oral and written communication skills.
- Ability to work efficiently in a fast-paced environment.
- Flexible scheduling to accommodate volunteer availability, occasionally working different days, nights, or weekends.
- Ability to move and/or lift light equipment, supplies, or donations (up to 50 lbs.).

To Apply:

Please send resume and any inquiries to info@stfrancishousegnv.com or call 352-378-9079.

Deadline for this job opening is Friday, October 11, 2024.