

VOLUNTEER LEADER – DURHAM, NC

\$16/hr with benefits

Full Time (35-40 hours)

It's time to work in a job that is fulfilling, where you will make a difference in children's lives every day. Note in the Pocket, a growing non-profit organization that gives clothing to homeless and impoverished children, is actively recruiting a **Volunteer Leader for our Durham, NC location**. The ideal candidate will be an outgoing and dynamic go-getter who will lead and train groups of volunteers to support our mission.

The Volunteer Leader (VL) will train and lead volunteers daily. The importance of an engaging, bright and outgoing VL cannot be understated. A successful VL will **energize and inspire volunteers**, while keeping them on task and maximizing manpower each day.

Key Things to Note:

- This position will work as part of a small team. Need a candidate who enjoys working collaboratively to achieve the goal of clothing children and families in Durham.
- Seeking a versatile candidate who enjoys **communicating and building relationships with many different types of people**.
- Need a **great communicator** with a passion for our mission.
- This position is a deadline-driven, multi-priority, fast-paced environment.
- Need the **ability to relate well with all types of people**; be an attentive and active listener; and build rapport with dignity and tact.
- Ideal candidate will have a **natural ability to encourage, motivate, evaluate**, and set clear and effective expectations with volunteers.
- This position is **customer-facing with a lot of social interaction and communication**.

Selected Duties Include:

- Training and leading volunteers and volunteer groups daily.
- Working with other leaders to identify priorities for the day.
- Ensure that clothing donations are processed correctly.
- Conduct facility tours daily.
- Some lifting (up to 25 lbs).
- Some weekends are required (about one Saturday morning a month).

Physical Requirements:

- Extended periods of standing and walking.
- Lifting and/or pushing objects up to 25 lbs. on a regular basis
- Lifting and/or pushing objects up to 50 lbs. on an occasional basis.

Schedule is primarily Monday-Friday, but may **require working one Saturday** a month (with time off during the week).

Note in the Pocket strives to offer a positive work/life balance to all our employees. In addition, our full-time employees are eligible for immediate enrollment in Organization benefits, which includes:

- Health Insurance, including Dental
- Life Insurance

- \$500 toward an HRA
- 10 paid holidays
- Paid time off, including personal time, sick/wellness time and vacation time of 80 hours/10 days per calendar year (pro-rated based on hire date).
- Paid time off starts accruing on day one of employment

Job Type - Keywords:

Service and Support

Professional

Volunteer Management

Customer Service

Reception

Training

Stewardship