

VOLUNTEER LEADER – RALEIGH, NC

Full Time (35-40 hours)

\$18/hr

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 Raleigh, 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 team. Need a candidate who enjoys working collaboratively to achieve the goal of clothing children and families in Wake County.
- 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.

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 \$500 annually toward an HRA
- Dental Insurance
- Life/Disability Insurance
- 10 paid holidays
- Up to 10 days of earned PTO per full year (FTE) plus 5 additional days of sick/wellness days (pro-rated upon hire date)

- Plus 1 floating Cultural, Spiritual, and/or Social Day off
- Paid time off starts accruing on day one of employment.