



2929 29th St. S.E.
Grand Rapids, MI
616-942-2929

Posted – June 20, 2008
Volunteer Coordinator

The Volunteer Coordinator position is responsible for maintaining and soliciting volunteers for the New 2 You Shoppe. Requirements include working from a home office, telephone, computer, and internet. The candidate must be comfortable creating and working with a simple Microsoft Excel Spreadsheet database of volunteers. Ideal candidate would be a GRCS parent, grandparent or friend. Duties would include the following:

- Creating and maintaining a database of all volunteers, addresses, phone numbers, email, etc.
- Growing and maintaining a volunteer list
- Weekly calls contacting potential volunteers, using a variety of means, including the GRCS enrollment agreement for those using the N2Y grant
- Establish contacts with GRCS PTO organizations
- Sending volunteer request messages out to GRCS communication sources
- Contacting churches for volunteers
- Working with store Day Managers and General Manager to fill request for specific days/shifts
- Coordinating volunteers for Friday Night SHARE program and possibly a Saturday SHARE program
- Reports to N2Y Board through 2 appointed board liaisons.

Hours: 2-4hours/wk (more hours initially as a the master volunteer database is put together)

Pay: \$15.00/ hr (independent contractor with IRS form 1099 at end of year), no expenses

Overview:

The volunteer coordinator must be comfortable making the necessary phone calls to attract existing and new volunteers to the store. Working with the New 2 You Shoppe Day Managers will be critical in filling empty time slots so the store can run efficiently. This could include a visit to the store to work with the master schedule that is currently being used. The telephone and email will be the two key communication pieces necessary for this the new volunteer coordinator. This position is a newly created position and the candidate must be willing to develop a variety of different ways to bring more volunteers into the store as well as adapt to changing volunteer requirements from the store.

A GRCS email address will be provided.

Interested individuals should forward a one-page resume to Mary Vanden Berge at kmuller@grcs.org to be considered for an interview. For questions concerning this job opportunity, please call Mary at 454-9682.