



Position: Adopt-a-Family Coordinator

Scope: To coordinate and implement the Adopt-a-Family program, matching individuals and organizations wishing to donate holiday gifts to Transitions' shelter and outreach clients.

Essential functions: *(Essential functions may include but are not limited to the functions listed below.)*

- Distribute and collect client wish lists through direct service staff.
- Match clients to donors and confirm scheduled dates to drop-off gifts/holiday food baskets in writing.
- Responsible for overall organization of the program; ensuring that no clients or donors are overlooked.
- Responsible for the necessary pick-up and delivery of donated items, including food and bulk donations from schools and other large organizations.
- Sort and inventory all donated items
- Coordinate volunteer and/or community gift wrapping event prior to client gift/food basket pick-up.
- Coordinate the purchase of items needed to implement the program
- Maintain required records and documentation, comply with statistical requirements, and tally expenditures on a daily basis.
- Ensure that all clients send thank-you notes.
- Compile an after action report to include evaluation of program effectiveness to the Volunteer Coordinator

Other Functions:

- Other duties as assigned.
- Participate in ongoing professional development and training
- This position may be required to supervise interns/volunteers a year, depending on availability.

Educational Requirements:

- Bachelors required or Masters of Social Work preferred and minimum of 3 years experience in crisis/victims of family violence preferred
- Prefer a candidate with personal volunteer experience
- Experience with volunteer management

Required Knowledge, Skills and Abilities:

- Have strong organizational skills
- Ability to create and prepare presentation and speeches to groups of all sizes
- Ability to maintain personal and professional boundaries, ensuring that job performance and attitude reflects the philosophy and vision of Transitions.
- Ability to follow established procedures to maintain client confidentiality for all work conducted on behalf of Transitions.
- Ability to work with colleagues/agency volunteers/interns as a team member.
- Ability to establish and maintain cooperative working relationships with professionals from diverse backgrounds and ability to develop community contacts for resources.
- Detail oriented & strong organizational skills, with the capacity to develop and ensure accurate and timely follow-up as well as documentation.
- Ability to express yourself orally and in writing in a positive manner that will represent Transitions Family Violence Services.
- Ability to produce forms, letters and presentations using computer software to include Microsoft Word, Excel and PowerPoint.
- Ability to operate standard office equipment including desktop personal computer, telephone and fax machine.
- Good driving record, valid driver's license
- Criminal records and CPS check required

Terms: This position is seasonal with a total of 312 hours from October to January. Position may on occasion include some early evening or weekend work.

Supervision: This position reports to, and receives operational supervision from the Volunteer Coordinator

Application Process: Submit resume and cover letter to rjohnson@transitionsfvs.org . Please, no phone calls or faxes. Successful applicants will be required to submit to background check and DMV report. EEO/Drug Free Workplace and prohibits discrimination and harassment of any kind.

Salary: \$10.00 an hour for 312 hours