**December 2, 2020**

**The Sharing Shelf seeks a Part-Time Director of Volunteers & Community Engagement**

The Sharing Shelf is Westchester’s Clothing Bank for Children, founded to address clothing insecurity in the local community. It collects new and gently used clothing for infants, children and teens. The program is powered by volunteers who sort donations then create packages of clothing for low-income children. The Sharing Shelf partners with community nonprofits, which place requests for the children. The Sharing Shelf also organizes Teen Boutique, a semi-annual “shopping” day for low-income teen girls, and each summer launches its Backpacks to School initiative which distributes new backpacks and supplies. The Sharing Shelf is a small, tight-knit team that works collaboratively.

Responsibilities

* Work closely with Executive Director to recruit, train, and oversee volunteers
* Help identify and manage projects for volunteers both internally and in the community
* Work to strengthen engagement with local schools, businesses and community groups
* Monitor, update, track, and maintain our volunteer registration system

Qualifications

* Strong interpersonal skills
* Experience coordinating and leading groups, volunteers and/or a team.
* Excellent oral and written communication skills
* Ability to work independently on projects as well as be a team player
* Flexible and able to adapt to changing needs and a fluid environment
* Proficient with Word and Excel
* Retail experience helpful

Work Hours

Part time position (20 – 25 hours per week, Monday to Thursday with some flexibility) with occasional evening and weekend hours required.

Covid Protocols

The Sharing Shelf follows safety protocols which require~~s~~ that all volunteers wear a mask and maintain social distancing. The Director of Volunteers would on-board new volunteers in a manner intended for the safety of both the staff person and the volunteers.

To apply, please submit resume and cover letter (or email) to Executive Director, Deborah Blatt at dblatt@sharingshelf.org.