

# We are Good+Foundation.

## **POSITION SUMMARY - NY Volunteer Program Coordinator**

Good+Foundation is a leading national non-profit that works to dismantle multi-generational poverty by pairing tangible goods with innovative services for low-income fathers, mothers, and caregivers, creating an upward trajectory for the whole family. The organization partners intensively with a vetted network of social service programs to pair goods – such as cribs, car seats, and diapers – with counseling, employment assistance, co-parenting classes, and more. With operations in New York City and Los Angeles, Good+Foundation has provided more than \$95 million in essential goods since 2001. In recent years, Good+Foundation has added microgrants to its in-kind donation model, providing nearly \$900,000 in cash assistance to date. In 2022, 91 percent of every dollar spent went directly into Good+ programs. Visit [www.goodplusfoundation.org](http://www.goodplusfoundation.org) for more information.

The NY Volunteer Program Coordinator is responsible for supporting all daily operations necessary to prepare, run and host various volunteer groups (both in-house and offsite), processing and inventorying all individual product donations, and managing warehouse organization to support the organization's mission of collecting and donating essential children's items to grantee partners throughout the five boroughs of NYC.

This role reports to the Volunteer & Community Relations Manager.

## **PRIMARY RESPONSIBILITIES**

### **Volunteer Program Responsibilities:**

- Prepare for, facilitate, and breakdown after volunteer groups, both in-house and offsite.
- Keep all volunteer supplies and project products stocked and organized.
- Support program operations by selecting appropriate projects for volunteers to complete, consulting the program team for upcoming needs.
- Train and oversee corporate, community, and youth volunteers to assist with inventorying and preparing product donations and other tasks as needed.
- Package project materials and all necessary volunteer supplies needed for offsite volunteer events. Arrange for transport of materials and supplies to and from the warehouse via shipping or courier.
- Work with Volunteer & Community Relations Manager to provide meaningful, engaging, and fun volunteer experiences that connect volunteers with the impact of our work.
- Develop and implement volunteer appreciation, recognition, and retention plans during National Volunteer Month and other special moments.
- Enter volunteer contact and tracking information into the volunteer program database.
- Assist with general operations and events as needed.

### **Donations and Warehouse Responsibilities:**

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- Process, screen, and sort all individual product donations (IPD) and incoming product drives.
- Assist with receiving, inventorying, and sorting donations (with the help of volunteers & Senior Director of Operations & Donations) and report counts and quality of donations.
- Support main phone line responsibilities by screening and scheduling individual donation drop-offs, directing calls, and greeting walk-ins with a focus on providing excellent customer service to all.
- Support in completion of daily tasks including but not limited to filling of donations, organizing the warehouse, and ensuring quarterly and annual inventories are complete and comprehensive.
- Regular completion of administrative tasks associated with product drives including uploading values, tracking donor information, and stuffing and mailing thank you letters.
- Support NY Program & Impact Evaluation Coordinator with carefully reviewing product requests and strategically determining how to best fill these requests for 50+ non-profit organizations in the NY area. This includes pulling children's gear (strollers, car seats, cribs, diapers, bottles, etc.) from warehouse shelving and pallets to prepare partners' donations.

## PREFERRED QUALIFICATIONS

- Experience facilitating projects for large groups, in particular, volunteer groups while providing excellent customer service to all from corporate, community, and youth volunteers
- Willing to work hands-on in a warehouse setting and professional corporate environments
- Passionate about volunteerism and creating meaningful and productive volunteer experiences.
- Experience organizing product, space and time effectively
- Experience with electronic inventorying systems is a plus
- Experience working as a member of a small team and willingness to jump in whenever necessary
- Enthusiasm for the Good+ mission

**Salary:** \$50,000 - \$53,000, with a benefits package that includes fully covered health insurance for staff members, a 403(b) retirement plan with a 3% match after two years of employment, FSA health and child care spending accounts, 14 paid holidays, 3 weeks of paid personal and vacation time, and six paid sick days.

**Location:** This is primarily an in-person position due to demand for volunteer events in our warehouse and offsite. The position will begin as four days a week in our NY office, located in Manhattan's Garment District, but could shift to full-time in-person based on increasing demand for our high-quality volunteer experiences.

**Schedule:** We try to accommodate the scheduling needs of our many different types of volunteer groups, so some flexibility is required. Some evenings and Saturdays may be required on occasion and advanced notice will be given.

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**To apply:** Please send a resume and cover letter to [hr@goodplusfoundation.org](mailto:hr@goodplusfoundation.org). Please write "NY Volunteer Program Coordinator" in the subject line. If you apply through LinkedIn Easy Apply or Indeed, please also include a cover letter with your application in order for the application to be considered.