

# CHRISTIAN BRIGADES

## Position Description

### Drives Coordinator

<b>Position Title</b>	Drives Coordinator
<b>Location</b>	Virtual
<b>Purpose</b>	Ensure that all volunteers are well trained, have a good experience; while keeping all volunteer data files up to date and organized. Assist volunteers with the drives process.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist volunteers with drive resources and solicitation of donations</li> <li>• Create/Follow-Up with Volunteer files, requests</li> <li>• Maintain confidential records and files organized &amp; up-to-date</li> <li>• Provide surveys and forms for volunteer drive assessments</li> <li>• Provide high quality of service to volunteers</li> <li>• Monitor Drives Progress and Volunteer Participation Level</li> <li>• Attend &amp; coordinate packing parties for CB</li> <li>• Attend Trips and coordinate drive shipment/distributions</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Volunteers</li> <li>• CB Management Director</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• CA Driver's License, must have reliable transportation &amp; laptop</li> <li>• Experience working with people from diverse backgrounds &amp; ages</li> <li>• BS/BA, Certification or working towards a degree in any of the following: Nonprofit/Business Management, Public Health, Education, Accounting</li> <li>• Organized, neat &amp; detail oriented</li> <li>• Fluent interpersonal skills with a variety of constituents</li> <li>• Strong verbal &amp; public speaking skills</li> <li>• Strong written communication ability, especially professional emails</li> <li>• Ability to lead and inspire volunteers working with CB.</li> <li>• Excellent computer skills, including database management/researching</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Google Drive &amp; Google Apps, Mail-Merge, HeyMarket</li> <li>• JotForm-Creating Surveys, Evaluation Tools</li> </ul>
<b>Reports to</b>	<ul style="list-style-type: none"> <li>• CB Management Director</li> </ul>
<b>Length of Performance</b>	<ul style="list-style-type: none"> <li>• 12 month contract (renewable)</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• 12 hours per week</li> </ul>
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Chance to improve/gain knowledge: public speaking, computer programing, nonprofit management, interpersonal relations, leadership empowerment, volunteer engagement, accounting, contract law.</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>• \$1,500 Stipend towards any CB Trip</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date