



### **Position Description: Volunteer Coordination Intern**

*This is a volunteer position and is not compensated.*

#### **The Sophia Way's Mission**

To help end homelessness for adult women in East King County by providing shelter, case management, life skills training, social services and supportive permanent housing, offering a path from homelessness to stable independent living.

#### **Goal of Position**

The goal of the Volunteer Coordination Intern will be to maximize volunteer engagement while limiting commitment of staff time. The Volunteer Coordination Intern will work alongside staff to recruit, interview, match and schedule volunteers, as well as maintain volunteer relations.

#### **Duties**

- Check and respond to emails on the Volunteer Coordinator email account
- Communicate with staff about current volunteer needs
- Recruit and place new volunteers. This may include writing/editing volunteer position descriptions and publicizing volunteer openings
- Assist with scheduling volunteers including filling in for other volunteers' absences
- Be available to address questions/concerns of current volunteers or refer to appropriate staff person
- Update Volunteer Handbook and other materials as needed

#### **Worksite and Job Commitment**

This position may require up to 6-12 hours per week and a flexible schedule. Must be able to respond to all emails and phone calls in a timely manner and schedule meetings with current or perspective volunteers as needed. Worksite is The Sophia Way Office, 11061 NE 2<sup>nd</sup> St. Suite 223 Bellevue, WA 98004, but once established, most duties can be performed remotely.

#### **Qualifications**

The ideal candidate will have the following qualifications:



- *First and foremost – a warm and outgoing personality!* Must be able to work well with people of a wide variety of personality types and cultures
- Very organized, both mentally and physically, good written and oral communication skills
- Ability to learn quickly and work independently at times
- Patience and good time management skills
- Basic computer skills- Microsoft Office Suite and preferably Google (Gmail, Drive, Calendar, etc.)
- Familiarity with The Sophia Way's history, policies, and programs
- Prior management/volunteer coordination a plus but not required
- Experience working with homeless or other vulnerable populations a plus but not required
- The Volunteer Coordination Intern may be any gender (female preferred) but must be 18 or older

**To apply:** Please email Tara at [volunteer@sophiaway.org](mailto:volunteer@sophiaway.org) indicating your availability, qualifications/experience, and what draws you to The Sophia Way's mission.