



Volunteer Coordinator

Overview:

Career Wardrobe's mission is to empower women in transition by providing programs which inspire the confidence necessary to achieve self-sufficiency and pursue a productive career. We do this by providing professional work attire, educational programs and networking tools and opportunities.

Career Wardrobe is looking for a college or professional intern to assist with coordinating volunteer activities for both Career Wardrobe and The Wardrobe Boutique. This is an unpaid intern position.

Volunteer Recruitment and Training:

- Work with program staff to determine volunteer needs and recruit required number of volunteers via social media and outreach activities.
- Keep Volunteer Orientation Outline and handouts updated for staff to use when conducting Volunteer Orientations.
- Research and conduct outreach to community organizations, colleges and corporations with volunteer initiatives to coordinate volunteer involvement.
- Work with staff to plan annual volunteer appreciation event and bi-annual volunteer acknowledgement activities (thank you notes, Boutique coupons, etc).

Volunteer Management and Tracking:

- Communicate regularly with volunteers through phone calls, emails, social networking sites and monthly e-newsletters.
- Manage volunteer application process, including logging volunteers into database, tracking volunteer hours/activities and filing application forms.
- Collect and manage feedback regarding volunteers and volunteer activities. Share feedback with staff to make improvement in volunteer process and handle issues.

Qualifications:

- Excellent computer skills, including Microsoft Office Suite and Salesforce database
- Attention to detail and ability to work both independently and as part of a team
- Good interpersonal skills and the ability to work with diverse populations
- Commitment to women's issues and economically disadvantaged populations

Application Procedure:

Send resume and cover letter to Mel Gipprich, Volunteer Coordinator at volunteer@careerwardrobe.org or mail to: Mel Gipprich, Career Wardrobe, 21 South 12th Street, Suite 110, Philadelphia, PA 19107