

Home Sweet Home

Volunteer Coordinator

Reports to: Operations Director

FLSA (Fair Standards Act) Status: Hourly

SUMMARY: Home Sweet Home is a furniture bank that partners with under-served individuals and families to furnish their homes, creating spaces that support stability, comfort, and dignity. We help clients from partner organizations transition to their new living situations with much-needed furnishings and basics, providing a sense of ownership and a source of stability at this crucial time.

As a member of our core team, the Volunteer Coordinator proactively, strategically, and creatively advances Home Sweet Home's visibility, reputation, and relevance by engaging current volunteers and onboarding new ones.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop, promote, and maintain daily volunteer opportunities within the organization

- Survey staff regularly to assess needs for volunteer assistance
- Maintain descriptions for each volunteer assignment
- Ensure regular or ongoing volunteer positions are staffed to support the various areas of operations
- Recommend the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future workforce needs to support volunteer program operations
- Conduct and/or arrange for volunteer orientation and training, including unconscious bias training
- Schedule all regular volunteer activity
- Develop and manage volunteer policies, procedures, and standards of volunteer service
- Organize and participate in volunteer recognition programs and special events
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
- Act as a single point of contact for volunteers
- Confer with volunteers to resolve grievances and promote cooperation and interest

Communication and messaging

- Author weekly volunteer communications
- Facilitate distribution of information relevant to volunteers
- Author written communications such as letters, organizational practices, instructions, flyers, or other media, as appropriate

GENERAL

- Effectively share Home Sweet Home's Mission and Values with volunteers and community
- Demonstrate close attention to detail, strong organizational and time management skills, and the ability to manage multiple responsibilities.
- Hold themselves accountable; maintain consistency

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- Ability to create structure, implement new strategies, and train volunteer team on effective communication
- Other tasks and responsibilities as required

REQUIREMENTS

- Organized, self-motivated and committed individual who can work with minimal supervision, manage multiple priorities, and work in a deadline-driven environment
- Excellent verbal, written and presentation skills
- Maintain a professional appearance and attitude
- Ability to work Monday through Friday as well as occasional weekends or events
- Able to influence people in positive ways for mutual benefit
- Must be patient and kind as we are working with at-risk population
- Able to pass all background checks

COMPENSATION

\$24.96 an hour, 40 hours a week.

SCHEDULE

Primarily M-F 8:30-4:30, occasional weekends and nights

TO APPLY

Please send a resume and cover letter to employment@homesweethomestl.org. Applications are being accepted until September 2, 2026.

***We are an Equal Opportunity employer committed to a diverse and inclusive workforce. We believe that our team must reflect the diversity of the families we serve and that a diverse team where everyone feels comfortable being themselves will be a long-term advantage. We actively seek out diversity and do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, education, or disability.