

Position Description: Neighbor 2 Neighbor Volunteer Manager

The Neighbor 2 Neighbor Volunteer Manager provides direction, coordination, and consultation for all volunteer functions within the Neighbor 2 Neighbor program in order to build and orient the volunteer community toward our mission.

About Welcome Table

Welcome Table, Inc. is a non-profit organization that was established in 2011 by parishioners of St. James' Episcopal Church. Our mission is to create greater access to education, mental and physical health, and quality food for children, families, and seniors in our east Austin community. Welcome Table leaders, staff, and volunteers take great care to practice hospitality and wholeness as they create spaces where everyone feels welcome, where their gifts are celebrated and nurtured, and their needs are met.

Job Duties and Responsibilities:

Recruit and equip Phone Bank volunteers who reach out to our neighbors regularly to set Tuesday appointments, to administer certain types of financial assistance (utilities, community assistance funds, ERD Storm Relief), to provide information about community resources, and to be a neighborly source of human connection.

Recruit and equip onsite volunteers for food/unloading (3 Monday shifts /month), packing (3 Tuesday AM shifts/month), and distribution (3 Tuesday PM shifts/month).

Be onsite to manage the Tuesday AM packing shifts, and make occasional visits to get to know volunteers during Tuesday PM shifts.

Meet every other week with Neighbor 2 Neighbor Management Team online.

Survey staff and key volunteers periodically to assess needs for volunteer assistance.

Maintain Volunteer Service Descriptions for each volunteer assignment.

Recommend the most efficient use of volunteers and appropriate volunteer/supervisory mix.

Conduct and/or arrange for volunteer orientation and trainings.

Assess volunteer feedback received through comment forms.

Organize seasonal volunteer recognition.

Maintain accurate records and provide timely statistical and activity reports on volunteer participation.

Develop and maintain relationships with other volunteer organizations within the area.

Act as a single point of contact for volunteer communications.

Confer with volunteers to resolve grievances and promote cooperation and interest.

Facilitate distribution of information relevant to volunteers.

Remain current in general technology and train volunteers to use technology when appropriate.

Qualifications

Candidates are results-driven, work well independently and have strong organizational skills. Candidates excel in relationship-building and show strong attention to detail.

This position is 10 hours per week at \$20/hour. Many of these hours can be worked remotely, with exceptions noted in the job description above.

To apply, send a resume and cover letter to Lizzie Cain Clark at lizzie@welcometableaustin.org.