



**Title:** Part-Time Volunteer Coordinator (20 hours/week)

**Reports to:** Sr. Coordinator for MAGI and Volunteer Operations

**Location:** Nashville-based

**Primary Objective and Purpose:** The primary purpose of the PT Volunteer Coordinator is to work alongside program leaders to schedule volunteer activities and manage set up and inventory for these activities.

**Key Responsibilities:**

1. Coordinates volunteers to include recruiting volunteers and determining volunteer opportunities.
2. Works with the warehouse director and program leaders to determine projects for volunteers at HHI's warehouse.
3. Organize Dorcas sewn items that come in and schedule volunteers as needed to help with these projects.
4. Restocking, ordering, and organization of inventory for MAGI and other volunteer projects.
5. Assist with meal planning and preparation for volunteers.
6. Help plan volunteer recognition events (Volunteer week, Dorcas workshop, Christmas Party, etc.).
7. Send out Walk4Water, MAGI and Hunger to Harvest supplies as needed
8. All other duties as assigned

**Skills and Qualifications:**

1. Excellent communication skills (oral, written, and visual)
2. Ability to organize projects and engage volunteers to complete projects.
3. Proficient in Microsoft Office and Google Suite
4. Collaborative Team Player
5. This is an in-person, part-time position at our Nashville office.

Resumes and cover letters should be sent to Nancy Markwood at [nmarkwood@hhi.org](mailto:nmarkwood@hhi.org).