



## **Position Title: Volunteer and Youth Coordinator**

**Home ReSource** is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

**Job Summary:** The Volunteer and Youth Coordinator is a dynamic new position responsible for establishing a robust volunteer program that brings diverse members of the Missoula community into Home ReSource, especially those who otherwise may have limited opportunities, with a focus on providing opportunities to all Missoulians to learn about sustainability, participate in a viable green business, gain job skills and help build community. This position is integral to store operations, works closely with store employees and connects with our other sustainability programs.

**Reports to:** Program Director, Assistant Managers are daily supervisors

### **General Responsibilities**

- Support and embody Home Resource's Mission, Vision, and Organizational Culture
- Support and embody Home ReSource's justice, equity and anti-racism values and guidelines
- Support and enforce Home ReSource's policies and procedures
- Help create a safe, positive, equitable, and learning work environment
- Problem-solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, and generate community support for all aspects of the organization
- Work cooperatively & communicate effectively with other staff, community partners and the public.
- Maintain confidentiality with personnel issues and donor and customer information as needed

### **Position Responsibilities:**

- Develop strategies to recruit and retain volunteers
- Train, place, evaluate, oversee and appreciate volunteers and youth program participants
- Ensure supported, equitable, inclusive and engaging opportunities and program delivery
- Support Home Resource's short- and long-term operational goals related to volunteer and youth programs
- Build internal systems and capacity to manage volunteers, including: review, implement, develop, field test and and revise volunteer, community service, and youth work program Standard Operating Procedures (SOPs)
- Regularly update the volunteer task list and coordinate the completion of those tasks with store staff
- Explore and develop partnerships with community organizations to support volunteer recruitment
- Plan and deliver engaging, supportive Home ReSource Youth Intern and Apprentice Programs programs, including developing youth-specific opportunities that support successful high school outcomes.
- Track metrics to capture program outputs and impacts and support grant applications and reporting
- Coordinate and manage volunteer support for events
- Understand, deliver and support regular store operations; coordinate with Operations Manager, Asst. Managers

### **Skills Required:**

- Excellent people and communication skills
- Experience supervising, recruiting or training volunteers, students and youth, and engaging and supporting people of diverse backgrounds
- Problem-solving, team-building and conflict resolution skills



# Home ReSource

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- Prioritize multiple tasks effectively and help others to do so to accomplish organizational goals
- Interpersonal skills and ability to positively communicate with all people where they are at
- Ability to take initiative to deliver excellent programs integrated throughout the organization that support the mission and values in a team environment.

## **Essential Functions:**

Able to be on your feet and moving, stand for long periods of time

Excellent verbal and written communication, including ability to speak on behalf of the organization

Be adaptable to rapidly changing circumstances

Work well with others as a team in a diverse environment

## **Preferred Qualifications**

Experience working with, managing and leading volunteers, students, youth, and elders

2 years of experience in retail, warehouse, or a relevant trade

Excellent organizational and communication skills

Genuine appreciation of and commitment to working with diverse populations

Familiarity with construction and building (especially green and reused) techniques and sustainability

Proficient with Windows based software (Word, Excel, Email, and Internet)

**Pay, Hours & Benefits:** \$16-\$19 an hour, 35-40 hours per week, 52 weeks per year

**How to Apply:** Submit a resume and cover letter to [jobs@homeresource.org](mailto:jobs@homeresource.org). Three references will be required upon request. Application review begins December 29, 2021.

**Benefits:** Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

## **COVID-19 Considerations**

Home ReSource is taking safety precautions during COVID-19. We require all staff to adhere to these safety precautions, including, but not limited to: wearing a mask at all times (PPE provided), washing hands upon building entry and frequently throughout the day, and following social distancing guidelines in and out of the workplace.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*

*Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*