



We're hiring a Program Volunteer Coordinator!

Mary's Place empowers homeless women, children, and families to reclaim their lives. We operate a women's day center and several 24x7 family centers and shelters in King County. We serve hundreds of families—moms, dads, and children—providing a safe place for them to be inside and together at night, along with food, showers, clothing, and access to housing and employment resources to help them find their forever homes!

Valuing diversity and championing equity are core values at Mary's Place. Mary's Place is an equal opportunity employer with a culturally diverse work environment and a commitment to social justice.

Position

We are seeking a passionate individual with great organizational skills to join our team as a Program Volunteer Coordinator. Under the supervision of the Volunteer Engagement Manager, the Program Volunteer Coordinator is the first point of contact for our skills-based volunteers in translation, direct client assistance, housing, employment, health, youth services, and other volunteer-driven programs.

Key Responsibilities

- Serve as primary point of contact between shelter staff, program staff, and skills-based volunteers
- Oversee onboarding of volunteers, including interviews, training, paperwork, and creation of database profiles
- Ensure that all volunteers record their hours correctly and prepare reports monthly for completion by Volunteer Coordinator
- Respond to requests for volunteers within 48 hours
- Ensure that all guest activity from volunteer-run assistance is recorded within 48 hours
- Ensure that volunteer program instruction manuals are reviewed and updated twice a year
- Develop and lead new volunteer trainings and materials as assigned
- Ensure that all volunteers attend a check-in meeting 30 days from their start date, and an evaluation 90 days after start date
- Oversee the translation services volunteer team and ensure that an accurate record of all document translation volunteers is maintained in Volunteer Database
- Coordinate with Food Services team to collect required documentation for off-site commercial meal groups
- Collect all necessary documents, create schedules, coordinate evaluations, and upload necessary documentation for student intern volunteers
- Lead occasional off-site groups to support the Mary's Place mobile program teams
- Attend at least four morning and two evening shelter community meetings a month
- Attend one housing meeting a month

- Assist in program activities as requested

Skills/Qualifications

- Bachelor's degree or equivalent experience
- Proven track record of providing excellent customer service
- Exceptional organizational skills and attention to detail, ability to multi-task
- Background in database management preferred, familiarity with Raiser's Edge and/or Volunteerhub a plus
- Proven ability of developing and leading trainings
- Ability to work successfully in a collaborative, team-oriented organization
- Computer competency: Outlook and Word required, Excel and PowerPoint preferred
- Able to proficiently speak, read, write, and understand English
- Fluency in Spanish, French, Amharic, Tigrinya, or other languages a plus
- Exhibits compassion and empathy and works well with women, children, and families from all ethnic, social, economic and sexual orientation backgrounds
- Ability to understand and maintain appropriate boundaries
- Highly motivated, resourceful, flexible, and possesses a positive attitude and sense of humor, even under pressure
- Willingness to perform other duties as required
- Strong understanding of/commitment to the Mary's Place mission of empowering women, children, and families to reclaim their lives

Details

This is a full-time requiring some weekend and evening hours. Pay is \$17.00 - 19.00, DOE. In addition, Mary's Place offers the following benefits to full-time staff:

- Medical and dental insurance with the cost for core employee coverage paid at 100% by the company and at competitive family rates
- Unlimited use ORCA pass for a small deduction per pay period
- 10 days paid time off (PTO) each calendar year (accrued by pay period)
- 10 days of sick time each calendar year (accrued by pay period)
- 9 paid holidays (8 designated company holidays and one day of choice)
- Employee Assistance Program

How to Apply

Please send cover letter and resume to jobs@marysplaceseattle.org. No phone calls please, only applicants selected for interviews will be contacted.

www.marysplaceseattle.org