

Friends of Karen is seeking seasonal help for 40 hours a week beginning July 8th through August 30th at \$15 hr. Send resume and cover letter to AllisonWatson@friendsofkaren.org

POSITION SUMMARY:

This is a seasonal position based in our North Salem headquarters. This position would back up and assist the Volunteer Coordinator with our Back-to-School program in July and August.

PRIMARY RESPONSIBILITIES:

Support of the Back to School Program:

- Provide supervision of volunteers packing school supplies for Back to School (BTS) program when needed.
- Ship packages when needed.
- Check in donations, process gift-in-kind forms for gift programs.
- Accept deliveries from UPS, FedEx and Post Office.
- Maintain excel spreadsheet and update daily with new family details.
- Welcome and orient volunteers and get them started with packing.
- Maintain and replenish supplies and organize workspace each day.
- Answer telephones and make calls as needed.
- Meet with donors offsite on occasion to pick up their donations.
- Assumes additional responsibilities as assigned.

QUALIFICATIONS:

- Commitment to Friends of Karen's mission, goals and policies.
- Excellent organizational skills and attention to detail.
- Proficiency in basic computer skills including Word, Excel, MS Office required.
- Outstanding people skills with the ability to maintain relationships and motivate volunteers and donors of all ages.
- Ability to set priorities, meet deadlines and work under pressure.
- Ability to work independently and enjoy working as a member of a team.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidate should be able to lift up to 25 pounds.