

**POSITION SUMMARY:**

Friends of Karen is seeking seasonal help for 40 hours a week beginning July-August at \$20/hr. This position will back up and assist the Volunteer Coordinator with the Back-to-School program and is based in our North Salem headquarters. **Send resume and cover letter to [AllisonWatson@friendsofkaren.org](mailto:AllisonWatson@friendsofkaren.org)**

**PRIMARY RESPONSIBILITIES:****Support of the Back to School Program:**

- Provide instruction and 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 from social workers and shipment dates of BTS packages to families.
- Welcome and orient volunteers and get them started with packing.
- Maintain and replenish supplies and organize workspace each day; conduct periodic inventory of supplies.
- Answer telephones and make calls as needed.
- Meet with donors offsite on occasion to pick up their donations.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Friends of Karen's** goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. Friends of Karen is proud to be an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status or any other status protected under federal, state, or local law.