



**JOB TITLE:** Volunteer and In-kind Coordinator

**JOB SUMMARY:** The Volunteer and In-kind Coordinator will build and coordinate our volunteer and in-kind program at Avenues. The coordinator cultivates relationships with both individual and groups of volunteers, and manages in-kind donations from individuals and groups. This position involves project management, and a strong commitment to working in a team environment.

**REPORTS TO:** Director of Development

Avenues for Homeless Youth provides short-term and long-term supportive housing, along with supportive services for youth experiencing housing instability and homelessness. We strive to do that in a safe and nurturing environment through a social justice lens. Through such service, Avenues seeks to support youth and young families while they define their experiences, life dreams and futures. Our work takes into account historical trauma, systems of oppression and intersectionality while being grounded in the power of resiliency, healing and community.

Avenues' organizational culture is strengths-based, mission-focused, familial, cooperative, compassionate, service oriented and fast paced. Staff are encouraged to be creative and power is shared. The culture has a strong focus on social justice, equity and inclusion.

**ESSENTIAL RESPONSIBILITIES:**

- Work with development team members and program staff to develop and establish a strong volunteer and in-kind donation program that meets the needs of the youth we support
- Work effectively with all departments and programs to ensure needs for volunteerism are met and positions are developed, managed and evaluated.
- Oversee the recruitment, screening, placement and onboarding processes for volunteers and interns.
- Provide coaching to volunteers in cooperation with program staff
- Lead efforts to continuously review and evaluate current volunteer needs, volunteer satisfaction and recommend and implement changes as necessary to address new or emerging needs and ensure best practices are followed
- Recruit, cultivate and develop new volunteer and intern audiences for Avenues. Execute strategies to utilize and strengthen external relationships.
- Use a variety of recruitment strategies including calls, tabling events, speaking engagements to identify and bring new volunteers into the organization .Manage a robust in-kind donation program that averages over \$100,000 annually
- Serve as a positive representative of Avenues for Homeless Youth in the community

**QUALIFICATIONS:**

BA/BS degree and a minimum of 3 years of volunteer management experience required. Understanding of power, privilege and systems of oppression required. Lived experiences and cross-transferable skills are welcomed and will be considered.

Avenues' Volunteer and In-Kind Coordinator will enjoy a team approach, have excellent verbal and written communications skills, strong problem-solving and team-building abilities, a keen focus on the interests of the youth we support, computer proficiency, attention to detail, and the desire and ability to take initiative and follow-through.

OTHER INFORMATION:

- Hours: 20 hours per week, including some evening and weekend hours
- Location: Office will be based in Minneapolis, but local travel will be required to other sites
- Compensation: Commensurate with qualifications and experience.

*Persons of color are encouraged to apply.  
Avenues for Homeless Youth is an Equal Opportunity Employer.*

TO APPLY: Send cover letter, resume, references and salary requirements to Anna Bergreen, Director of Development at [abergreen@avenuesforyouth.org](mailto:abergreen@avenuesforyouth.org) or the address below. No phone calls please.

[www.avenuesforyouth.org](http://www.avenuesforyouth.org) • 1708 Oak Park Avenue North, Minneapolis MN 55411 • 612-522-1690