

Volunteer Supervisor (PT)

20-24 hours per week

Schedule:

(occasional) Wednesday 9 - 4

Thursday & Friday 9 - 4

Saturdays 9:30am-3:30pm

Organizational Summary: Global Links is a medical relief and development organization dedicated to supporting health improvement initiatives in resource-poor communities and promoting environmental stewardship in the US healthcare system.

Global Links' collaborative efforts include:

- Redirecting still-useful materials away from US landfills to support public health programs in targeted communities throughout the Western Hemisphere
- Sharing expertise and technical knowledge with international and domestic partners
- Educating partners, volunteers, and the community on issues of global health and environmental stewardship

Global Links is an EEOE.

Job Summary:

Global Links' volunteer program is the lifeblood of our organization and is often lauded for the service-learning experience we provide to volunteers from diverse backgrounds - students, faith-based groups, corporate groups, civic associations, seniors/students/adults with physical or developmental disabilities, families, and more. This position is often the first and main point of contact that volunteers have with the organization. Volunteer supervisors are responsible for supervising volunteer activities in accordance with Global Links protocols and standards while pro-actively engaging them with relevant information about Global Links and our programs. Your supervisor is the Volunteer and Inventory Coordinator. Primary duties include: orientation and education of new volunteers and groups, instructing and guiding volunteers on processing medical materials to benefit our medical aid programs based on established procedures and quality guidelines, general maintenance of the volunteer area, and other tasks as needed.

Duties and Responsibilities:

- Prepare volunteer center for incoming volunteers, including but not limited to; setting up volunteer projects before volunteer arrival, ensuring volunteers are maintaining an accurate log of their hours and liability waivers, leading new volunteer tours and orientation as necessary.
- Lead volunteer activity sessions, as designated by a weekly established volunteer project plan, by instructing and guiding volunteers according to set packing instructions and general packing guidelines.
- Ensure accuracy in volunteers' work for assigned projects
- Actively engage and inform volunteers about relevant Global Links related news and information.
- Maintain a safe, clean and orderly space in the volunteer center.
- Communicate with Volunteer & Inventory Coordinator any relevant information related to volunteers, groups, or issues regarding volunteers
- Suggest ideas for improvement of volunteer experience to Volunteer & Inventory Coordinator.

Required Skills and Abilities:

- Effective oral communication skills-English fluency required
- Ability to communicate, lead, and motivate volunteers with diverse backgrounds, abilities and skill sets
- Strong attention to detail
- Strong organizational and time management skills
- Demonstrated leadership capabilities
- Volunteer experience
- Self-motivated and able to work well in a team environment
- Comfortable working in a fast-paced environment
- Flexibility to switch tasks as needed and manage multiple projects
- Ability to lift up to 35 lbs. and willingness to do manual work (lifting boxes, cleaning furnishings, etc)
- Ability to work on your feet for extended hours
- Familiarity with medical terminology a plus
- Experience working with individuals with disabilities a plus

Compensation: \$14/hour plus paid time off

To apply: Send resume and cover letter to info@globallinks.org with "Job application" in the subject line.