



Emerge Mothers Academy exists to equip single mothers to emerge as confident women and caring moms

Position: *Volunteer Item Donation Coordinator.* This position equips clients by allowing them a safe place to express their material needs and provides a space for donors to engage by donating new or gently used items.

Tasks:

- Manage volunteer email to filter donations
- Coordinate drop-off or pick-up between donor and clients
- Post donation requests and donations received to the private EMA FB group
- Manage an internal spreadsheet of donations requested, received, and delivered

Item Donations Overview:

- Emerge Mothers Academy is currently only accepting items that clients have expressed a need for *or* items that need to be restocked at a service site
- Accepted items must be dropped off at a service site or to a client. Drop-offs to clients must be approved and arranged by the *Item Donations Coordinator*

Supervision:

- All communications will be through an internal emergetwincities.org email *or* through interactions on a private Facebook group managed by Emerge Mothers Academy

Schedule and Commitment:

- 1 year commitment
- Respond to email and Facebook group donation specific posts within 48 hours

Screening:

- Must complete Volunteer application and background check

Skills:

- Organized
- Excellent communication
- Knowledge of Gmail and Google Sheets