



FRIENDSHIP SHELTER

VOLUNTEER JOBS

Our dedicated volunteers are an essential component of FSI as a thriving enterprise, and they serve in many key roles in the organization. Volunteer staff and regular staff are partners in keeping FSI functioning smoothly and effectively. We depend on each other. Adhering to commitments and schedules – and providing ample notice when something intervenes – is a commitment we ask of every volunteer. Acting with the respect, appreciation, and the consideration we accord our volunteers is a commitment we ask of every staff member.

Volunteers for the following jobs are urgently needed:

Job: **Volunteer Transportation Coordinator**
Area: Administration
Responsible to: Associate Program Director, Facilities Manager
Time Commitment: 4 to 6 hours per week
Schedule: Flexible
Location: Friendship Shelter and home

Description:

Coordinator needed to develop and manage a volunteer transportation bank. Transportation is occasionally needed for residents for medical or job interview appointments when public transportation is not feasible.

Duties:

1. Working with the Associate Program Director, recruit and maintain information on a small corps of on call volunteer drivers with cars
2. Recruit and maintain information on a small corps of on call volunteer drivers willing to use their pick-up trucks to assist the FSI Facilities Manager
3. Based driver availability, arrange/schedule transportation runs as needed, coordinating with the appropriate staff member

Qualifications:

- Organizational skills
- Interpersonal/communication skills