

SHOEBOX INSPECTIONS

Volunteer Position Description



Summary

As a Shoebox Inspector for the local chapter of The Shoebox Project for Women, you will be assisting your fellow chapter members develop and implement chapter initiatives, help establish relationships within your community and raise awareness of the project as well as duties specific to your position. You are helping The Shoebox Project across North America in their efforts to support women impacted by homelessness.

Duties & Responsibilities

- Work closely with the chapter coordinator/other volunteers to assist in ensuring that each Shoebox donated is inspected, sealed and ready for delivery
- Assist in swapping out product as required to ensure quality and consistency in value between Shoeboxes
- Ensure products are appropriate and meet the standards set out by the Shoebox Project guidelines
- Re-wrapping of Shoeboxes as required to ensure quality and presentation
- Ensuring each Shoebox has a note of support included prior to being sealed for delivery
- May be asked to help at shoebox donation events, with sorting and on-site inspections at events.

Qualifications

- Interest in issues related to women's homelessness and desire to give back to your community
- Excellent verbal & communication skills
- Exceptional attention to detail a must
- Creative mindset with ability to meet our Shoebox season deadlines

Technology Capabilities Requirement: N/A

Screening Requirements: None

Time Commitment: 2-5 hours per month during drive season

Duration: Can be a one-time opportunity or span the whole drive duration

Training & Supervision: Training provided through video conference or in person when able, written processes. Training & Supervision conducted by the Chapter's Local Coordinator

Benefits of Volunteering: Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially

Canada: shooboxproject.com

U.S.A: shooboxprojectusa.org