



Volunteer Role: Donations Communications & Scheduling Coordinator

Time Commitment: 2–4 hours per week

Duration: Ongoing (1-year commitment preferred)

Location: Mostly remote; occasional on-site visit optional

Supervision: Director of Shelters and Deputy Director

Coordinates With: Shelter Lead Coordinators, Street Outreach, Development Team

Purpose of the Role

Our community's generosity is one of our greatest strengths. The Donations Communications & Scheduling Coordinator serves as the welcoming first point of contact for people offering material donations — helping coordinate drop-offs, answer questions, and ensure donated items move smoothly from donor to shelter. This role focuses on communication and logistics rather than physical sorting.

Key Responsibilities and Duties

- Respond to emails and phone calls from community members offering donations.
 - Answer common questions about accepted items, timing, and delivery locations.
 - Schedule donation drop-offs or pickups in coordination with shelter sites and storage volunteers.
 - Communicate with Shelter Lead Coordinators to ensure donation readiness.
 - Share donor information with the Development Team to support timely acknowledgments.
 - Maintain a simple tracking log of scheduled and received donations.
 - Flag large, unusual, or time-sensitive donations for staff guidance.
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Time Commitment

Volunteers typically contribute **2–4 flexible hours per week**. Most tasks can be completed remotely and scheduled around your availability.

Skills & Qualifications

- Friendly, responsive, and comfortable communicating by email and phone (text & spoken).
 - Organized and detail-oriented, with the ability to track multiple requests.
 - Collaborative and comfortable coordinating with staff and volunteers.
 - Basic computer and email proficiency.
 - [Completion of our Volunteer Application Form.](#)
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Training & Support

- Orientation to Good Samaritan Haven’s mission and donation processes.
 - Clear communication templates and staff support for donor responses.
 - Ongoing check-ins with the Director of Shelters or Deputy Director.
 - Optional participation in volunteer gatherings and training opportunities.
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Impact

Your coordination ensures that generosity is met with clarity and care — helping donors feel appreciated while ensuring shelters receive the right items at the right time.

Scan the QR code to complete our [Volunteer Application Form](#).

Indicate your interest in the Community Meal Provider role.

