



Midcoast Maine Homeless Coalition

Position: Volunteer Coordinator

Location: Belfast, Waldo County, Maine

Hours: Part-time, 20 hours per week

Reports to: Executive Director / Program Director

Position Summary

Midcoast Maine Homeless Coalition is seeking a part-time Volunteer Coordinator to oversee volunteer staffing for its transitional housing program serving homeless families and staffing for community outreach events in Waldo County.

Because volunteers provide on-site staffing needed to support resident families, this position plays a key role in maintaining a safe, secure, and dependable program environment. The coordinator will work closely with agency leadership to identify staffing concerns and help solve coverage issues before they affect program operations.

Key Responsibilities

The Volunteer Coordinator will:

- assist the Executive Director and Board of Directors with ensuring that volunteers complete required training and screening before serving on-site. May include helping track volunteer orientation, background checks, policy acknowledgments, and other requirements
- manage the agency's SignUp scheduling software to ensure that all daily 4-hour shifts are staffed by trained, vetted volunteers so that the resident families feel safe, secure, welcomed, and supported;
- monitor the schedule regularly, identifying open shifts, contacting volunteers to fill gaps, and helping maintain consistent 24-hour coverage for Family Harbor House;
- help recruit additional volunteers from the local community, including individuals, faith communities, civic groups, businesses, schools, and other community organizations;
- maintain an adequate pool of volunteers who can staff community outreach events throughout the year;
- serve as a primary point of contact for volunteers regarding scheduling, expectations, shift reminders, and general questions;
- create a positive volunteer experience by providing clear communication, encouragement, and support.
- maintain a Volunteer Events Calendar and staff outreach events (typically summer and November)

- keep accurate records of total number of volunteers and hours for purpose for future grant proposals.

Qualifications

- Strong organizational and scheduling skills
- Comfortable using online scheduling software or willing to learn SignUp
- Good communication skills by phone, email, text, and in person
- Ability to recruit, encourage, and support community volunteers
- Dependable, detail-oriented, and able to follow through on tasks
- Respectful and compassionate attitude toward homeless families and youth
- Ability to work with people from diverse backgrounds
- Basic computer skills required
- High School Education or above

Work Schedule

A 20-hour-per-week part-time position. Some flexibility is required, as volunteer scheduling needs may occasionally arise during evenings, weekends, or holidays. Approximately 50% of the hours can be done remotely. The volunteer coordinator will also be expected to cover at least one 4-hour shift per week at Family Harbor House to meet the volunteers which will be part of their paid time. The schedule will be arranged with agency leadership.

Compensation:

Hourly position paying \$25.00 - \$30.00 per hour. Currently, the position does not include any employee benefits.

Midcoast Maine Homeless Coalition/FHH is an equal opportunity employer. There shall be no discrimination on the basis of age, disability, sex, sexual orientation, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation.

Inquiries:

David Beseda, Director of Family Harbor House - (207) 323-5124

or

Kathy Muzzy, chair of the Board of Directors - (207) 322-5540