

**Florida Hospital Church Justice Ministries
Internship Description**

Organization: From Outside In

Position Title: From Outside In Volunteer Coordinator

About the Organization:

From Outside In (FOI) is a mobile boutique that allows youth, ages 12-21, to shop for new and gently used clothes completely for free. We understand that some families, who are in need of resources, find it hard to travel to get the services that they need – that is why FOI goes to the youth or the organization that is in need. FOI believes that every youth should feel confident. We understand that adequate clothing can help boost a youth's confidence at school, in the community and eventually in the workforce.

Volunteer Coordinator Description:

The Volunteer Coordinator position is responsible for ensuring that From Outside In has a steady pool of volunteers. The Volunteer Coordinator is also charged with attending From Outside In events, tracking hours and thanking volunteers for their time.

Volunteer Coordinator Responsibilities include:

- Ensure that there are volunteers for From Outside In Boutique events
- Coordinate volunteer recruitment events
- Maintain a log of all volunteers
- Send reminders to volunteers before volunteer events with instructions
- Be present at all From Outside In events and provide an explanation to volunteers as to why they are volunteering and the importance of their work
- Ensure that volunteers sign-in at each event and track volunteer hours after the event
- Send a thank you to all volunteers after an event
- Attend meetings with the From Outside In Executive Director and the rest of the From Outside In volunteer group
- Work closely with the event coordinator to ensure that there are volunteers for all aspects of the event
- Help oversee events and provide directions to volunteers
- Assist with ensuring volunteers for sorting/organizing clothes in the storage
- Maintain and build a strong volunteer force

Time Commitment:

This position is a minimum of a 15 hour a week time commitment for at least a semester (ideally a year).

Are you interested in this position? Please contact Krizia at krizia@fromoutsidein.org for more information on how to get started.

Name

Signature

Date