



IBB VOLUNTEER - BACKPACK COORDINATOR

I Belong Bags Foundation is a non-profit organization dedicated to providing essential items and support to individuals experiencing homelessness in our community. Our mission is to offer a sense of belonging and dignity by distributing backpacks filled with essential and comfort items such as pajamas, toothbrush, books, and blankets as well as hygiene products. We believe in fostering compassion and creating a tangible impact on the lives of those youth facing displacement and crisis.

Overview of Volunteer Position: Backpack Coordinator | 4 Available positions

The Backpack Coordinators at I Belong Bags Foundation play a crucial role in ensuring the smooth operation of our outreach efforts. We are seeking 4 dedicated volunteers to fill this position, each contributing approximately 4-12 hours per week, depending on demand and the number of volunteers available. The ideal candidates will be highly organized, independent self-starters who demonstrate trustworthiness and reliability, as they will have access to the facility keys. This role involves various responsibilities, including inventory management, backpack packing, donation pickups, and deliveries to partner organizations. Additionally, the Backpack Coordinators should possess problem-solving skills and ideally have proficiency in social media to assist in highlighting new partnerships and expressing gratitude to donors. A personal vehicle is required, as volunteers will be responsible for transportation around the city for pickups and deliveries.

Volunteer Position Description: As a Backpack Coordinator, you will have access to our storage facility in Chaparral and your primary responsibilities will include:

- Organizing and tracking inventory of in-kind donations.
- Packing backpacks at our storage facility (daytime/evening and wknd hours available)
- Coordinating pickups of donations.
- Delivering backpacks to partner organizations during daytime standard work hours.
- You will serve as a problem solver, ensuring efficient operations and addressing any logistical challenges that may arise.
- Contribute to our social media presence by creating posts to showcase new partnerships and express appreciation to donors and highlight important fundraising events and news to followers.
- Attend regular bi-weekly or monthly team meetings and contribute your ideas to helping operations run smoothly. Meeting requirements may fluctuate with demand of backpacks and fundraising events.
- This position requires a commitment of 4-12 hours per week, with flexibility to accommodate the rotating shift schedule and fluctuating demand for backpacks.
- This position will rotate with 3 others and is ideal for someone who has flexibility in their days/weeks. Work times are mostly flexible except for deliveries to partner organizations will have to be fulfilled during the organizations regular business hours.
- As a Volunteer Backpack Coordinator, you will be asked to contribute your ideas, skills and talents in a way that helps us get more backpacks into the hands of youth in need and to share I Belong Bags Foundation mission and vision with your personal networks to build awareness and valuable partnerships.

Why Join I Belong Bags Foundation? At IBB, we believe in the power of community and the transformative impact of kindness. As a Volunteer Backpack Coordinator, you will have the opportunity to play a vital role in our efforts to bring comfort and joy to children in need. You'll work alongside a fun, passionate and dedicated team, gaining valuable experience in fundraising and community engagement while making a meaningful difference in the lives of vulnerable children. Join us in creating a brighter future where every child feels valued and supported - apply now to be part of our team at I Belong Bags Foundation!

- To apply, please send your resume and a brief cover letter outlining your interest in the position to info@ibelongbags.com with the title: VOLUNTEER BACKPACK COORDINATOR APPLICATION. We look forward to welcoming you to our team!