**Volunteer Position: Community Connections Lunch Coordinator**

**Supervisor:** **Program Manager**

Building Beyond the Walls (BBtW) creates an experience through inclusive hands-on construction skills training that increases confidence and self-reliance. By focusing on projects that give back, we connect individuals more deeply in their communities.

We build community by:

* Bringing strangers together for a common purpose.
* Building a small structure to fulfill a community need.
* Asking class participants to give fifty hours of community service in exchange for the free training.
* Partnering with community organizations to provide lunch on training days and share their mission and work.

Building Beyond the Walls seeks a **Community Connections Lunch Coordinator** volunteer to organize local, non-profit organizations to provide lunch during classes and oversee the lunch crew. This role is critical to our mission because the Lunch Coordinator connects class participants to worthy, local causes while making sure everyone gets a delicious lunch.

This position can work remotely from home to coordinate and organize lunch logistics. The position will be expected to visit jobsites if necessary, but is not expected to attend classes every Saturday. Most Building Beyond the Walls project sites are primarily located throughout southeast King County and northeast Pierce County.

This volunteer position is a great role for individuals who:

* Seek to make a positive impact in their community.
* Desire to become more immersed in their community while furthering the mission of Building Beyond the Walls.
* Enjoy building relationships.
* Want to find a project that involves building relationships with a local non-profit on their own, flexible schedule.
* Love working with people!

**Responsibilities:**

The Community Connections Lunch Coordinator manages all logistics for project lunches. This includes:

* Adhere to the mission, vision and core values of the organization.
* Communicate with Program and/or Project Manager lunch crew commitments.
* Schedule organizations to provide lunch for the Flagship and specialty class programs.
* Be on the lookout for new community connections.
* Coordinate with lunch organizations to provide food.
* Maintain database with Program Manager & Volunteer Coordinator.
* Send thank you notes to the lunch crews and organizations

**Skills and Qualifications Needed:**

Individuals interested in the Community Connections Lunch Coordinator volunteer position should possess the following skills and/or qualifications:

* Understand and support the mission and vision of Building Beyond the Walls.
* Strong verbal and written communication skills.
* Embrace and articulate the mission of Building Beyond the Walls to supporters.
* Collaborative, team player.
* Value ethics in working with others.
* Organized and detail-oriented planner.
* Knowledge of local non-profits.
* Access to a phone, computer with Internet-access.
* Ability to pass a criminal history background check.

**Time Commitment:**

This position is year-round and requires a **6-month minimum commitment**. This is a flexible position that could take about 10 hours of time to organize and set up lunch logistics with organizations prior to start of class. Hours may ramp up prior to events. After classes, this position requires a small amount of time to send out thank-you notes. Time commitment does depend on class schedules.

**Training:**

All volunteers will attend an orientation and trainings that include:

* Best practices, policies, procedures and expectations.
* Info on Building Beyond the Walls’ mission, vision, and core values.
* Volunteers are encouraged to take first aid and mental health training through resources in their community (e.g., Fire Department or mental health agencies).

*All volunteers must undergo the Building Beyond the Walls volunteer application and onboarding process.*