



VOLUNTEER PROGRAM

Volunteer Program Volunteer

Henry Street Settlement Mission & Overview:

Founded in 1893 by social work and public health pioneer Lillian Wald and based in Manhattan's Lower East Side, Henry Street Settlement delivers a wide range of social services, arts and health care programs to more than 50,000 New Yorkers each year. Distinguished by a profound connection to its neighbors, a willingness to address new problems with swift and innovative solutions, and a strong record of accomplishment, Henry Street challenges the effects of urban poverty by helping families achieve better lives for themselves and their children.

Volunteering Opportunities:

Throughout the year, the volunteer department engages 1,500 corporate volunteers through various events across our agency. Henry Street Settlement is seeking a talented and committed volunteer to assist our volunteer department.

Qualifications/Requirements:

- Proficiency in Microsoft Excel, Outlook, PowerPoint and Word
- Excellent interpersonal skills, and ability to interact well with and understand the needs of a diverse client base, including women, children, homeless families, and seniors
- A strong desire to learn about and support the volunteer and development department
- Overall flexibility
- Intrinsically motivated and task-oriented
- Ability to work independently and with a team

Responsibilities:

- Support in-kind donation program including, but not limited to, supporting and assisting with:
 - Evaluating and taking inventory of goods
 - Assisting in managing distribution to programs
 - Preparing thank you letters & tax receipts to send to donors
- Support researching prospective volunteer partnerships, in-kind donors, and sponsors and consolidate information into clear and concise reports and presentations
- Support volunteer staff as necessary with implementing and closing out volunteer events; this may include assisting with:
 - Putting together project budgets
 - Ordering supplies
 - Attending volunteer events, and assisting with facilitation
 - Preparing and organizing event supplies
- Support with data entry, including, but not limited to:
 - Entering volunteer evaluations and contact information
 - Inputting thank you letters into Raiser's Edge (Henry Street's database)
- Cleaning and maintaining the volunteer supply closet
- Support the wider Development Department as assigned

To Apply:

- Please contact Laron Tolliver at ltolliver@HenryStreet.org or 212.766.9200 x230 to learn more about this opportunity.