



## **JOB DESCRIPTION: COMMUNITY RELATIONS COORDINATOR - MAY 2025**

### **About us**

The Baby Depot is a local charity in Hamilton, ON that provides a year's worth of clothing and essential items to babies in need. We bring dignity to the families we serve by allowing them to come into our Baby Depot Boutique to choose their own baby items and clothing. The Community Relations Coordinator needs to be passionate about sharing and encouraging our vision that all babies in Hamilton will begin their journey on this earth with clothing and essential items for daily life.

Our work environment includes:

- On-the-job training
- Safe work environment
- Casual work attire

### **Position Summary**

The Baby Depot is seeking a competent **Community Relations Coordinator** to manage incoming donations and recruit, coordinate, and support volunteers. In this role, you will be responsible for assigning responsibilities and retaining top talent. You should have a strong ability to recognize potential in others and be dedicated to motivating and inspiring your team. Excellent organizational skills and the ability to communicate effectively with individuals from diverse backgrounds and experiences are essential.

A key component of this role also involves managing and maintaining our donations—ensuring all items are properly cleaned and prepared before being distributed to families—as well as accurately maintaining our inventory database.

### **Responsibilities**

Volunteer Recruiting:

- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)
- Collect information on availabilities and skills
- Arrange for appropriate training when needed
- Produce schedules for everyday activities
- Assign responsibilities to the right people
- Coordinate teams of volunteers for large-scale actions

51 Showcase Drive, Hannon, ON L0R 1P0

289-639-2497

[info@thebabydepot.org](mailto:info@thebabydepot.org)

Charity BN/ Registration # 81762 9520 RR 0001



- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers' information
- Ensure the purpose of the organization and its actions is clearly communicated
- Increase the volunteer base
- Work alongside volunteers
- Serve clients during their Boutique visits

#### Donation Management:

- Accepting and processing donations as they come in
- Washing clothing using our onsite laundry facilities
- Cleaning and processing all large baby gear is accepted
- Maintaining the inventory database to ensure we have an accurate count of the items we receive
- Maintaining and keeping the storage facility clean and organized
- Ensuring all baby gear is in working condition and logging all recalls
- Picking up donations from partner agencies with a personal vehicle

#### Hosting families:

- Greet and help families who come into The Baby Depot boutique.
- Track family visits using database

#### **Requirements and skills**

- Experience in volunteering locally and/or internationally
- Experience in recruiting through various channels
- Working knowledge of databases
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality
- Likes working alone and in groups

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- Likes working behind the scenes
- Fluent in other languages including English
- Well organized
- Can keep track of multiple databases
- Strong administrator
- Strong communicator
- Can maintain an organized space
- Knowledge of current baby trends and baby items
- Hard working
- Self Motivator

Job Types: Part-time, Permanent

Pay: \$20.00 per hour

Expected hours: 28 per week

Benefits:

- Casual dress

Schedule:

- Day shift
- Evening shift
- Monday to Friday

Ability to commute/relocate:

- Hamilton, ON L8L 3A3: reliably commute or plan to relocate before starting work (required)

Education:

- Secondary School (required)

Experience:

- volunteer recruiting: 2 years (preferred)

Language:

- English (required)

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Licence/Certification:

- Driving Licence (preferred)

Work Location: In person

Application deadline: 2025-05-30

Expected start date: 2025-06-13

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