Food packing volunteer coordinator

JOB OVERVIEW

This position is responsible for interacting with volunteers onsite and through email and is responsible for recruiting, training, and maintaining volunteers for the warehouse.

REPORTING RELATIONSHIPS

Reports to: Volunteer & Community Engagement Coordinator
Supervises: No direct reports. Collaborates with Volunteer and Community Engagement Coordinator to lead volunteer activities with schools, colleges, youth, faith-based and corporate groups, clubs and other interested individuals and community organizations.

ESSENTIAL FUNCTIONS

- Maintain online volunteer database by communicating regularly with volunteers, creating new opportunities in the system as they arise, and signing up volunteers for shifts.
- Develop and/or maintain ongoing relationships with current volunteers.

Scheduling, Training, Facilitation and Coordination

- Help facilitate corporate, student, civic, club, family, and individual volunteers as well as groups. Help schedule groups as needed.
- Lead volunteer tours of The Food Bank to individuals and groups.
- Co-lead volunteer orientations, family volunteer days, and tours of The Food Bank (1 - 2 per month, including evenings and weekends).
- Act as a liaison between volunteers and staff to ensure a positive volunteer experience.
- Work with the Food Processing Coordinator to assist in planning and facilitating volunteer activities (3 per week, including evenings and weekends).
- Manage schedule of regular individual and group volunteers.
- Maintain and update volunteer database of involvement status, hours and generate reports as needed.
**DAILY SCHEDULE**
24 hours a week including periodic evenings and Saturdays to facilitate volunteer participation in the warehouse

**WORKING CONDITIONS**
- Ability to work standing or walking for up to 5 hours at a time
- Ability to occasionally lift up to 50 lbs
- Ability to stand, walk, sit, squat, bend, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms

**JOB SPECIFICATIONS/ REQUIREMENTS**
- Education & Training – Associate’s Degree or equivalent
- Demonstrated diplomacy, written, and interpersonal skills
- Experience with MS office
- Experience and comfort working in a variety of cultures and communities
- Valid driver’s license and positive driving record

**JOB PREFERENCES**
- Public speaking experience
- 2 years of experience with a non-profit organization with emphasis on development or volunteer programs
- Database management
- Experience developing and delivering training