

Food Finders Food Bank

Job Title: Volunteer Coordinator	Revision Date: 06/2016
Fair Labor Standards Act (FLSA):N	Full time

Position Overview: *Food Finders Food Bank has a robust volunteer program utilizing more than 10,000 volunteer hours annually. The Volunteer Coordinator must be enthusiastic about the work of the food bank and passionate about feeding the hungry. This is a demanding professional position that recruits, schedules and supervises volunteers while ensuring that they are productive, responsive to the program needs of the food bank and have fun doing so! The coordinator maintains a volunteer website, tracks volunteer hours and creates and organizes events to honor volunteers. This position reports to the Associate Director of Annual Funds and the Chief Operating Officer.*

Essential Job Functions

- Recruit, recognize and retain volunteers for the food bank
- Coordinate/match food bank needs with volunteer skills
- Maintain accurate data and time records on all volunteers
- Implement recognition plan to recognize volunteers
- Create innovative and effective volunteer experiences
- Implement and lead volunteer training sessions
- Become familiar with agency programs and coordinate with volunteer manpower
- Strong organizational and time management skills with emphasis on accuracy and attention to detail
- Motivated individual with ability to efficiently multi-task, work under pressure, handle interruptions and meet deadlines
- Ability to identify problems, analyze information and implement solutions
- Capable of taking initiative and assuming responsibility
- Ability to work independently and in a dynamic team environment
- Ability to manage food safety program within the volunteer spectrum
- Responsible for engaging community with food and funds drives - manages all aspects of the food drive process from sign up to pick up
- Collaborates with Development Department for the implementation of annual food drives events, ex. Drive Away Hunger
- Engage volunteers with our mission, lead and maintain volunteer support

Non-essential Job Functions

- Prepare reports as needed for CEO and Board on volunteer activities
- Back up other positions as requested
- Represent the food bank in a professional manner as assigned for community events, food drives, fundraisers, Mobile Pantries, etc.

Requirements

Bachelor's degree

3-5 years professional work experience

Ability to lift 35 pounds

Proficiency in use of computers with Windows based systems

Excellent written, oral and training skills

Ability to lead volunteers, keeping them productively occupied and engaged

Ability to work with all departments in agency, understand their volunteer needs

Good driving record

Some evenings and weekends required

Positive attitude

Obtain ServSafe Manager level food safety certification course

Acts as one of assigned Leaders to Food Safety Committee as assigned

Other Skills/Abilities

Ability to work with general office equipment (i.e. copier, fax, etc.)

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*