

Job Title: Volunteer Coordinator – Fresh Market	Revision Date: 09/2020
Fair Labor Standards Act (FLSA):N	Full time

Position Overview: *Food Finders Food Bank has a robust volunteer program utilizing more than 45,000 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! This position reports to the Assistant Director Volunteer Engagement and the Chief Engagement Officer.*

Hours for this position follow our open Fresh Market hours and are designed to best accommodate the needs of our guests and volunteers:

- **Sunday:** Off
- **Monday:** Off
- **Tuesday:** 10a-7p (pantry hours 1p-6:30p)
- **Wednesday:** 10a-7p (pantry hours 1p-6:30p)
- **Thursday:** 10a-7p (pantry hours 1p-6:30p)
- **Friday:** 8:30a-5:30p (pantry hours 1p-5p)
- **Saturday:** 8:30a-2:30p (pantry hours 10a-2p)

Essential Job Functions

- Recruiting, training, and supervising new volunteers on a daily basis; matching the needs of the food bank with volunteer skillsets.
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database.
- Using marketing tools such as outreach programs, e-mails, and volunteer databases.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.
- Preparing codes of conduct and operating procedures to uphold the organization's values.
- Ensuring the organization's purpose is conveyed to the public.
- Works closely with Senior Impact Director, Fresh Market Manager, Fresh Market Assistant and warehouse team to balance the flow of projects with Fresh Market (food pantry needs) and finds creative solutions to unequal distributions of projects and volunteers
- Responsible for Food Safety through Volunteer program

- Responsible for organizing data, tracking and reporting as requested for grants, monthly reports, etc.
- Ensure AIB food safe practices and policies are followed by all pantry volunteers and personnel
- Representing the food bank in a professional manner, may be assigned for community events, food drives, fundraisers, Mobile Pantries, tours, off-site recruitment events, etc.
- Engaging our community with food and funds drives – manages all aspects of the food drive process from sign up to pick up, including Stamp Out Hunger, Drive Away Hunger, etc.
- Create and implement innovative and effective volunteer experiences
- Implement and lead volunteer orientation and on-going training.

Requirements

- Bachelor's degree
- 3-5 years' professional work experience
- Proficiency in use of computers with Windows based systems
- Ability to lift 50 pounds
- Excellent written, oral and training skills
- Ability to work with all departments in our organization, understanding their volunteer needs
- Minimum of a Valid, unrestricted driver's license with insurable clean driving record
- Obtain ServSafe Manager level food safety certification course
- 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
- Experience working in conflict resolution
- Operate motorized and non-motorized material handling equipment in a safe manner
- Ability to maintain good relationships with multiple coworkers and clients
- Compassion for low-income individuals

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.