

Job Announcement

Food Bank Volunteer Assistant

Job Title: Food Bank Volunteer Assistant, Part-time (up to 25 hrs. per week)

Starting pay: \$12 per hour – negotiable dependent upon qualifications. Partial benefits.

Position Summary:

The Food Bank Volunteer Assistant will carry out activities and projects in support of food bank and pantry operations. This position will help ensure positive volunteer experiences as work is done and volunteer task assignments are made. Evening work is required. This person will work closely with the Communications Director to ensure there is agency-wide consistency in messaging and volunteer training and oversight.

Duties and Responsibilities:

- Organize, manage, and oversee volunteer group activities – a minimum of 3 evening volunteer group projects each week;
- Train and supervise volunteers for the food bank and pantry as needed;
- Support preparation of Kids Nutrition Paks and coordinate for delivery.
- Assist and coordinate preparation and delivery of senior bags to senior centers as needed.
- Work with Volunteer Coordinator to positive volunteer experience;
- Greet visitors, volunteers, and donors; may give tours as appropriate;
- Support safety, health, and operational regulations and guidelines

Other duties may include

- Assist with food drives, food collection, food sorting
- Work with Communications Director to improve and develop opportunities in the food bank for community volunteers;
- Oversee food bank volunteer projects as assigned (Scouts, church groups, business, etc.);
- Assure that personal work areas are organized, clean, safe, and clutter free;
- Be willing and available for extra assignments as needed or requested;
- Maintain a cheerful and courteous service relationship with businesses, schools, employees, volunteers, store personnel, visitors, donors, clients, and administrators;

General

- Positive team player
- Adheres to all agency policies and procedures
- Support team and agency staff meetings
- Proactively engage with volunteers team members and other agency programs
- Maintain strong inter-office relationships via daily email, phone and communication
- Works closely with others to maintain efficient warehouse and pantry operations and engage volunteers in positive work experiences
- Maintain positive rapport with clients, staff, partners, volunteers, donors, and others
- Keeps accurate time/payroll records, and other employee documentation and recordkeeping

- Perform all other duties as assigned.

Factors

- Able to lift 40-60 lbs. on a regular basis
- Must be honest, fair and straightforward in carrying out assignments
- Very good oral and written communication skills
- Excellent interpersonal and customer service skills
- Ability to problem solve and to work under stressful situations
- Ability to work in high volume periods of activity on any given day or time of the year
- Must be dependable, motivated, and a self-starter
- Able to work regularly in the evening and some weekends
- Ability to speak Spanish is helpful but not required

Qualifications

- Minimum of two years related experience. Two years college degree, or attainment of other higher education certification is helpful.
- Must be confident, self-starter and professional team player
- A demonstrated ability to take the initiative, plan and carry out a project from beginning to end
- Demonstrated knowledge of Excel, Access, Microsoft Office, and some Adobe Suite products
- Demonstrated ability to develop and maintain good working relationships with persons from a wide variety of backgrounds.

How to apply:

Complete all required agency employment application and narrative questionnaire within required timeframe. All required paperwork must be at Community Action by 4 p.m. Monday, May 12, 2014 at 815 South Freedom Blvd., Provo, Utah. The documents will be posted on the agency's website under Employment Opportunities.

Community Action is an Equal Opportunity Employer