



DWS position posting job summary: Food Bank Volunteer Coordinator

Rewarding position at Community Action Services and Food Bank to work with volunteer groups in support of food bank programs. Your work will make a positive difference as you guide individuals and community groups to volunteer. Be involved with youth groups, community members and businesses to help make a difference for those who are in need. Strong organizational and interpersonal skills are essential along with enthusiasm, maturity in dealing with people and the ability to build positive community relationships. Work experience in a warehouse or grocery setting is helpful and the ability to speak Spanish is a plus. The position is part time and offers flexibility with afternoon / early evenings hours. Partial benefits are available. Community Actions Services is an Equal Opportunity Employer.

Job Announcement Food Bank Volunteer Coordinator Assistant

Job Title: Food Bank Volunteer Coordinator, 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 Coordinator position is responsible for volunteer recruitment, registration and sign up, scheduling, evening groups, volunteer activities and projects in support of food bank and pantry operations. The position will help develop relationships with the community, churches, schools, colleges and businesses, etc. to meet the volunteer requirements of Community Action Services and Food Bank. Evening work is required to guide the work activity of volunteers. (Monday – Thursday) Promoting positive volunteer experiences and recognizing the contributions of volunteers is key. This position will work closely with food bank supervisors and the Communications Director to ensure there is agency-wide consistency in volunteer messaging, training, recognition and oversight.

Duties and Responsibilities:

- Develop and maintain relationships with organizations, groups and the community to recruit sufficient volunteers to support pantry and Food Bank operations.



- Register and schedule volunteers. Balance sign ups with operational needs.
- Effectively coordinate with Food Bank and agency supervisors to organize, manage, and oversee volunteer group activities.
- Supervise evening volunteer groups; work includes stocking shelves, food sorting, preparing kids nutrition paks and senior bags, housekeeping and assisting clients.
- Build positive relations with volunteers; effectively communicate the mission and programs of Community Action Services, explain the relevance of volunteer work, educate on the challenges of poverty and hunger, encourage ongoing support and involvement, recognize and show appreciation for volunteers.
- Support safety, health, operational efficiency and workplace cleanliness and organization.

Other duties may include

- Assist with food drives, food collection, food sorting, cleaning,
- Work with Communications Director to improve and develop opportunities for volunteers
- Oversee food bank volunteer projects as assigned (Scouts, church groups, businesses, 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

- Must be a team player; positive, cooperative, honest and dependable.
- Adheres to all agency policies and procedures
- Support team and agency staff meetings
- Communicate effectively; email, phone, correspondence and interpersonal.
- Cooperate with Food Bank supervisors to support efficient warehouse / pantry operations and to utilize volunteers in meaningful and positive work experiences
- Build rapport with clients, staff, partners, volunteers, donors, and others
- Keeps accurate records, schedules, timesheets, documentation 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
- Strong oral and written communication skills. Spanish is a plus.
- Excellent interpersonal and customer service skills
- Ability to direct and lead others, problem solve and multi-task
- Ability to work in periods of high activity levels



- Must be dependable, motivated, and a self-starter
- Able to work regularly in the evening. Occasional weekends

Qualifications:

- Minimum of two years related experience or equivalent education preferred. Attainment higher education or related certifications is helpful.
- Must be confident, self-starter and professional team player
- A demonstrated ability to take initiative, plan and carry out a project from beginning to end
- Demonstrated PC skills - Excel, Access, Microsoft Office, etc.
- Experience in developing and maintaining positive 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. Submit completed documents to:

Community Action Services and Food Bank at 815 South Freedom Blvd., Provo, Utah

The application documents will be posted on the agency's web site (www.communityactionuc.org) under Employment Opportunities. Application can be made with Indeed.com for positions that are posted with that service.

Community Action is an Equal Opportunity Employer