Job Announcement
Volunteer Coordinator

Job Title: Volunteer coordinator, part-time (20–25 hours per week)
Starting Pay: $13.00 per hour (negotiable dependent upon qualifications), with partial benefits

Position Summary:
Community Action Services and Food Bank is seeking an outgoing, enthusiastic person to take charge of the volunteer outreach and volunteer management of the agency. This is a vital function that directly leads to the successful mission of the agency of helping people out of poverty. The volunteer coordinator is responsible for recruiting and training volunteers and evening volunteer groups who assist the food bank and pantry operations. If this position sounds exciting, please apply.

Responsibilities:
The volunteer coordinator will recruit, train, and supervise volunteers for the food bank on a day-to-day basis, provide adequate staffing for taking clients through the pantry for all hours of operation, and recruit and supervise volunteer groups. The position does require some work in the evenings and occasional work on Saturdays. The person will need to work alongside the volunteers in the food bank and pantry, at times helping to sort food, accept donations, move boxes, put food orders together, etc.

The volunteer coordinator is responsible for carrying out the following types of activities:

• Seeing to special evening volunteer work recruitment and supervision
• Training volunteers
• Running volunteer recruitment for major food drives
• Conducting community presentations to potential volunteers
• Assisting clients in the pantry
• Managing volunteer assignments
• Participating in summer parades;
• Recognizing volunteers
• Providing tours of the facility to groups
• Seeing to other assignments as needed

Qualifications:

• Confident, self-motivated, and professional team player
• Enthusiastic, caring, and energetic person
• Ability to develop and maintain good working relationships with persons from a wide variety of backgrounds
• Ability to lift 40 pounds on a consistent basis
• Demonstrated ability to lead others
• Demonstrated ability to take initiative and plan and carry out a project from beginning to end
• Proficiency in MS Office software, with ability to quickly learn new software applications
• Good writing and verbal skills
• Bilingual (Spanish-speaking preferred, but not required)
• Reliable, personal transportation
• Flexibility and patience

CASFB is an equal opportunity employer.