



## **JOB DESCRIPTION**

Title: Volunteer Coordinator

Classification: Full-Time, Exempt

**PURPOSE OF POSITION:** To assist in developing a broad base of community volunteers, who actively support the Community Food Bank's mission of creating a hunger free Central Valley.

## **RESPONSIBILITIES:**

- Create, develop, evaluate and promote a volunteer utilization program, based on proven best practices, that effectively serves the agency's needs and strategic planning priorities.
- Work with key staff to ensure that Community Food Bank is a volunteer site of choice in the community.
- Work with key staff to develop volunteers into donors as appropriate.
- Cultivate, recruit, place, retain, schedule, track and recognize a diverse pool of active volunteers from the community including but not limited to individuals, faith-based groups, civic groups, academic interns and governmental agency referrals, for short-term and on-going activities.
- Develop and maintain a volunteer database, maintain related information and paperwork (e.g. time and sign-in sheets) and submit reports as assigned.
- Assist the Agency Relations Coordinator to help partner agencies to develop and implement effective volunteer management programs
- Become knowledgeable in volunteer management best practices and maintain awareness relative to the field at the regional, state and national level.
- Represent agency in the community (e.g. give presentations and serve on committees) as assigned.
- Assist in creation of materials related to the volunteer management program.
- Assist with other agency departments and activities as needed (e.g. events).
- Performs other duties as needed.

## **QUALIFICATIONS:**

- Bachelor's Degree or equivalent experience, plus 1 to 2 years of work experience in volunteer coordination or related non-profit work.
- Strong interpersonal, written, and verbal communication skills.
- Effective leadership skills and ability to work and interact well with individuals (staff and volunteers) from a variety of socioeconomic backgrounds in a culturally diverse environment.
- Skilled at organizing information and materials effectively.
- Ability to generate enthusiasm and interest from others for working on food bank programs.
- Solid verbal and written communications skills and capacity to communicate effectively about the food bank in all contexts.
- Strong critical thinking skills, enthusiasm and flexibility to participate in agency activities.
- Proven marketing and project management skills.
- Ability to work independently using good judgment.
- Proficiency in time and project management.

- Proficiency in word processing, spreadsheet programs, email and database management; Microsoft Office fluency preferred.
- Valid CA driver's license, insurance and access to vehicle required.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, or hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings and events and to run errands.

**Send resume, cover letter and salary history to:**

*Dayatra Latin*  
*Director of Operations*  
*Community Food Bank*  
*3403 East Central Avenue*  
*Fresno, CA 93725*  
*or*  
*dlatin@communityfoodbank.net*  
*559.237.3663 Office*