

Position Title:	Sultan Food Bank Coordinator	Department:	Sky Valley
Reports to:	Director of Sky Valley Services	Classification:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Hours:	Part Time/25-29 hours/week	Supervises:	Yes <input checked="" type="checkbox"/> Volunteers No <input type="checkbox"/>

The primary focus of this position is the development, management, and administration of the Sultan Food Bank Program to further Volunteers of America Western Washington’s mission to serve people and communities in need and create opportunities for people to experience the joy of serving others.

Principal Activities:

- Secure financial and in-kind donations from individuals, businesses, and neighborhood community
- Develop and maintain ongoing relationships with donors
- Oversee organization of special events for the program
- Ensure messaging, service, and branding is consistent with agency’s mission and goal
- Recruit, train, schedule, retain, and empower volunteers to manage the day-to-day functions of the food services program
- Ensure high standards of service and delivery in a positive and respectful atmosphere to food bank recipients
- Adhere to proper & safe food handling/storage best practices
- Ensure all volunteers maintain and present the highest level of professionalism at all times
- Be responsible for the food ordering; inventory control; and distribution
- Ensure all documentation & reporting is completed in an accurate and timely manner

Qualifications:

- Previous experience with food bank management and/or a transferrable job experience
- Demonstrated skill of effective team building & supervision of staff/volunteers
- Knowledge of community and state resources
- Ability to arrange for flexible schedule (will include some evenings & weekends)
- Have reliable transportation
- **Must be able to lift items up to 50 lbs. consistent with assistance.**
- Able to pass background check to allow for working with vulnerable adults/seniors and children
- Must possess the ability to be flexible and adaptable to a changing environment and working with a diverse population
- Maintain effective organizational and interpersonal skills including written and verbal communication skills.
- Knowledgeable and skilled in all MS Office applications.
- Understand the big picture and be able to visualize solutions & implementation strategies.
- Be committed to the agency’s mission and objectives.

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.