

Position Title:	Volunteer Coordinator	Department:	Hunger Prevention Services
Reports to:	Senior Director	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Hours:	Full-Time	Supervises:	Yes X (volunteers)

The primary focus of this position is to supervise and lead volunteers, and to ensure smooth and effective operations at VOAWW food bank locations.

This position is approximately 75% warehouse and 25% administrative.

Principle Activities:

- Directly supervise volunteers and interns & manage volunteer scheduling
- Effectively use volunteers to ensure smooth processing & flow of food through warehouse
- Work closely with Warehouse staff to ensure food sorting and rotation
- Manage group volunteers and volunteer events such as Community Volunteer Night
- Ensure regular, ongoing volunteer appreciation is happening, with support from Operations Director
- Serve as liaison to Development Department
- Oversee food & volunteer elements of Home Delivery Program & Snack Pack Program
- Manage volunteer reports and timesheets
- Manage AARP & Service Alternative volunteers and agency relationships
- Other duties as assigned

Required Qualifications and Skills:

- BA in related field. An equivalent combination of education and experience may be substituted which provides the skills, knowledge and abilities to perform the essential functions of the position
- Experience in Human Services and Volunteer Coordination preferred
- Minimum of 3 – 5 years of experience required
- Positive, welcoming personality
- Effective organizational and interpersonal skills including written and verbal communication skills
- Have a thorough knowledge of MS Excel & Word and be computer-savvy with electronic documentation processes
- Be able to identify and resolve problems in a timely manner, gather, and analyze information skillfully
- Resolve conflict and be able to identify potential conflict amongst others or those being cause by oneself
- Demonstrate a focus on quality by being accurate and thorough; look for ways to improve processes and deliverables
- Understand the big picture and be able to visualize solutions & implementation strategies
- Accept responsibility for one’s own actions and follow through on commitments.
- Be committed to the agency’s mission and objectives
- Ability to arrange for flexible schedule (will include some evenings & weekends)
- Have reliable transportation and clean driving history
- Able to pass background check
- Ability to lift 30 – 50 pounds regularly

- Must possess the ability to be flexible and adaptable to a changing environment and working with a diverse population

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.