



JOB POSTING

Volunteer Services Coordinator

ABOUT US

Inter-Faith Food Shuttle envisions a hunger-free community. We feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 14 million pounds of food per year, 47% of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

The Volunteer Services Team is responsible for the recruitment, placement, retention, and recognition of all volunteer resources, including interns, for the Inter-Faith Food Shuttle.

The Volunteer Services Coordinator coordinates recruitment, scheduling, and database management for all volunteer-based operations for Food Distribution, Community Agriculture, Nutrition, and Education in our service counties. Leads virtual volunteer services efforts.

Critical to this role are the abilities to build strong partnerships both inside and outside the Food Shuttle and to recruit, place and retain a diverse and energized group of dedicated volunteer resources. The Volunteer Coordinator will work to place volunteers to ensure that vital Food Shuttle operations are appropriately staffed in order to meet the organization's mission and strategic goals.

DUTIES AND RESPONSIBILITIES

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QUALIFICATIONS

Bachelor's degree in human services, nonprofit management, or marketing preferred.
At least 1 year of successful volunteer administration and/or relationship management.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong management and supervisory skills.

Very strong ability to multi-task and balance projects at various stages simultaneously.

Strong scheduling, follow-up, and interpersonal skills

Excellent communication/public-speaking skills

Computer literacy, including Microsoft Office Suites and database management.

Able to solve problems or overcome issues quickly and creatively.

Passionate about eradicating hunger.

Proven ability to work steadily and independently with minimum supervision.

Ability to work positively with a team.

CORE COMPETENCIES

Managing Change: The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.

Managing Performance: The ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.

Attention to Communication: The ability to ensure that information is passed on to others who should be kept informed.

Forward Thinking: The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.

WORKING CONDITIONS

Work is value, goal and deadline oriented with extensive external contact. Regional travel is required for community outreach and recruitment initiatives such as presentations at tabling events, faith communities, corporations, etc. Computer work is expected, with extended hours as needed. Occasional, potentially heavy physical work outdoors, in all weather conditions and temperature can be anticipated. This position is operationally based at the Vernon Malone Center but may require frequent meetings and volunteer program supervision at other Food Shuttle sites.

PHYSICAL REQUIREMENTS

May sit for extended periods during the day. Computer work is expected, with extended hours as needed. Limited warehouse, garden and farm environment is part of the job. Must be able to lift 40 pounds.

DIRECT REPORTS

None

EEO and Everify

Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle] provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type

without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: **[Inter-Faith Food Shuttle]** is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

Inter-Faith Food Shuttle validates the right to work using E-Verify. Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

COMPENSATION & BENEFITS Pay Rate: \$18.56 per hour. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and twelve (12) paid holidays.

TO APPLY

Please send **resume and cover letter** to recruiter@FoodShuttle.org

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.