

## FEED MY PEOPLE FOOD BANK

### Job Description

**Position:** Volunteer/Outreach Coordinator

**Classification:** Full time, Non-exempt

**Reports to:** Assistant Director

**Position Summary:** Oversee volunteers and volunteer programs. Coordinate Weekend Kids' Meal program. Provide administrative assistance in donor relations. Serve as FMP representative for community events.

#### **Areas of Responsibility:**

##### Volunteer Program 50%

1. Coordinate volunteer needs with staff members, including potential projects and scheduling parameters to optimize food bank operations.
2. Accept and respond to all volunteer inquiries in a timely manner, including website, email and phone inquiries.
3. Recruit, orient, and schedule volunteers. Coordinate informal and formal volunteer recognition.
4. Assure proper training of volunteers to include specifics of jobs and safety concerns.
5. Coordinate community service volunteers and record and report hours as appropriate.
6. Maintain volunteer records including contact information and hours donated.
7. Develop meaningful volunteer opportunities for diverse populations. Work evenings and weekends as needed.
8. Manage repack and labeling projects. Acquire supplies and prepare materials necessary for volunteer projects.
9. Assist with material preparation and volunteer management for special events, including Empty Bowls, as well as other activities and projects.

##### Weekend Kids' Meals 25%

1. Serve as primary contact for WKM distribution sites. Coordinate orders and deliveries for weekly distribution.
2. Maintain adequate inventory of food and supplies and plan meals.
3. Coordinate volunteer groups to pack bags and oversee assembly.
4. Keep records of distribution and complete statistic reports.
5. Evaluate program annually and provide written report to site coordinators, FMP board and staff.

## Other 25%

1. Greet and assist volunteers, donors and visitors when they arrive and as they depart food bank. Provide individual and group tours as appropriate.
2. Manage donor acknowledgement processes including gift coding, data entry and letter production. Delegate tasks to office volunteers as appropriate.
3. Accept and respond to all requests to groups and corporations who sponsor a food or fund drive for FMP. Notify staff of activities as they are scheduled. Support groups by providing written materials, boxes, presentations or tours as requested.
4. Promote team culture in all working relationships with staff and volunteers; provide cross-staff support, as needed.
5. Perform other duties as assigned.

## Job Specifications:

- Four year degree or equivalent experience in human resource management, nonprofit leadership or related fields
- Excellent interpersonal skills
- Ability to communicate effectively (speaking and writing)
- Positive attitude and a willingness to handle a variety of tasks
- Strong self-management and organizational skills
- Computer proficiency
- Ability to lift 45 pounds and handle basic warehouse skills
- Previous experience as a volunteer desirable
- Evening and weekend work required
- Valid driver's license