

# *Weld Food Bank*

## Job Description

### **Volunteer Coordinator**

Rev. 2/28/25

- **Position Summary:** Position reports to Chief Development Officer. Position works with volunteers and assists in overseeing volunteer activities at WFB. Works closely with the Volunteer Manager to support daily volunteer priorities. Must adhere to Weld Food Bank Core Values.

#### **Volunteer Supervision**

- Supervise individual volunteers and volunteer groups
- Ensure proper training of volunteers, dependent on activity
- Coordinate with Volunteer Manager and COO to make sure volunteers are placed based on warehouse and program needs
- Welcome volunteers; introducing new volunteers to staff members and provide a positive atmosphere
- Serve as the volunteer supervisor for large volunteer groups during the week and for evening and weekend volunteer groups as needed
- Set up volunteer projects
- Interact personally with volunteers on a regular basis to show our appreciation, to understand their desires and abilities, strengths & weaknesses, and to maximize their potential contributions
- Assist with volunteer data entry including registering volunteers and setting up new profiles
- Assist with following up on volunteer inquiries and assignments after orientations, as well as scheduling
- Recruit volunteers, based on WFB needs, through various community organizations, social groups, service groups, schools, businesses, faith communities, and local universities by providing them with current materials and giving presentations
- Assist with the management and coordination of individual volunteers, volunteer groups, court assigned community service workers, TANF, SER and workfare participants
- Consistently promote safety in the warehouse for our volunteers through both education and example
- Support staff in working with volunteers
- Understand Weld Food Bank's mission and values
- Actively listen to volunteers and engage them in meaningful volunteer experiences

#### **Other**

- Support special events as needed
- This position works a minimum of one evening a week and occasional Saturdays
- Promote the mission of Weld Food Bank: To lead and engage our community in the fight against hunger
- Foster a team effort and work with staff, volunteers and community service workers to promote a clean, safe and positive work environment
- Respect and maintains confidentiality

#### **Skills / Requirements**

- Volunteer or experience with group management preferred
- Ability to work as part of a multidisciplinary team
- Excellent time-management skills
- Excellent written, oral and interpersonal communication skills
- Ability to lift up to 40 pounds repetitively; this position requires repetitive physical labor
- Must be proficient with Word, Excel, and Outlook

- Must be willing to work in all areas of food bank operations as needed including warehouse, office, on occasion outside locations and on evenings and weekends as needed
- Ability to be certified to use an electric pallet jack
- Willing to perform additional duties/projects as assigned

***Please Note:*** *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.*