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| South Plains Food Bank, Inc  5605 MLK Blvd., Lubbock, TX. 79404  (806) 763-3003 / Fax: (806) 503-2789 |

**JOB DESCRIPTION**

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| **Position Title** | **Department** | **Reports to:** |
| Volunteer Manager | Development | Director of Development |

**Position Summary**: The Volunteer Manager is responsible for managing the daily operations of the volunteer program including recruiting, training, and scheduling of individual and group volunteers.

**Duties and Responsibilities**:

* Promotes volunteer opportunities.
* Serves as the contact person for volunteers.
* Maintain a positive work relationship with volunteers and organizations/businesses in all volunteer activities.
* Responsible for identifying volunteers for donor cultivation.
* Develop and maintain volunteer data base.
* Develop and implement volunteer recognition events.
* Prepare newsletters / e-mails / blogs to inform volunteers of opportunities.
* Prepare monthly report of volunteer activities.
* Screen volunteers and request background check as necessary.
* Develop a volunteer training video and handouts.
* Tracks volunteer hours and maintains record of all volunteers.
* Works with program directors to recruit and train volunteers for Food Bank opportunities, community, and rural area events.
* Performs other duties as assigned.

**Qualifications**:

* High School Diploma or GED.
* Ability to work with diverse groups and ages.
* Must have proficient computer skills with in-depth knowledge of relevant software.
* Excellent written, oral, and interpersonal communication skills.
* Excellent organizational, planning, and problem-solving skills.
* Ability to juggle and adapt to multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment.
* Ability to work independently with little or no supervision.
* Strong ethical character capable of exercising good judgment and discretion and handling confidential information.
* Committed to the organizational mission of ending hunger.
* Must pass a background check.