**JOB DESCRIPTION**

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| **Position Title** | **Department** | **Reports to** |
| Volunteer Coordinator | Development | Volunteer Manager |
| **Employment Status** | **FLSA Status** | **Pay Rate** |
| Full-Time | Non-Exempt  | $13.00—16.00/hr. |

**Position Summary**: The Volunteer Coordinator is responsible for maintaining day-to-day operations concerning the coordination of volunteer activities.

**Duties and Responsibilities**:

* Primary contact person for volunteers, including phone calls, emails, and volunteer check-in.
* Maintain a positive work relationship with volunteers and organizations/businesses in all volunteer activities.
* Maintains volunteer database (including tracking volunteer hours and maintaining records).
* Develop and implement volunteer recognition events.
* Prepares e-mails to inform volunteers of opportunities.
* Screen volunteers and request background check, as necessary.
* 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.
* Some evening and weekend hours required.
* 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.