



Open Position - Volunteer Coordinator

Caring for Friends™ provides food and friendship to homebound seniors and disabled, the homeless and families in need. Our volunteers deliver meals, are companions to an elderly person, cook meals for people in need, or support sorting/stocking food, and snack bag assembly. The Caring for Friends™ Volunteer Coordinator is responsible for planning and ensuring smooth execution of all cultivation, logistics, training, stewardship, and appreciation for group volunteer events and individual volunteer activities. To be an excellent program coordinator, you must be organized and detail-oriented, comfortable working with diverse teams. This is a full-time position located at our warehouse and office at 12271 Townsend Road, Philadelphia PA

Primary Responsibilities

- Identify volunteer recruitment opportunities (e.g. events, websites, universities programs, philanthropic organizations, social media)
- Handle a high volume of calls and emails in a timely fashion, providing people with information about Caring for Friends™ and potential volunteer opportunities
- Maintain volunteer schedule/calendar for all Caring for Friends™ programs, special events, and regular (weekly/monthly) trainings
- Track volunteer data through volunteer management systems
- Provide a safe, fun, and educational atmosphere in the Caring for Friends headquarters, including facilitating orientation, division of labor, snack break and debrief/photo op for large groups of diverse volunteers (e.g. community service, corporate, youth groups, faith-based groups, etc.)
- Assist in maintaining cleanliness of on-site volunteer areas as well as ensure implementation of policies and practices
- Work closely with all Caring for Friends™ departments to understand organizational needs and the ways volunteers can support overall organizational capacity
- Assist planning and executing volunteer recognition events (including online and off-line recognition)
- Occasionally represent Caring for Friends™ at external volunteer recruitment events

Required Qualifications and Competencies

- Demonstrated excellence in managing both small and large groups of individuals
- Experience as a program coordinator or relevant position
- Ability to maintain focus on tasks and produce accurate work in a fast-paced environment
- Excellent organizational and interpersonal skills
- Effective verbal and written communication skills in-person, online and by telephone
- Ability to work with and inspire a diverse group of volunteers
- Comfortable speaking in front of large groups of people
- Forward thinking and ability to troubleshoot quickly
- Ability to work independently and collaboratively
- Natural positive attitude, sense of humor, and agile
- Knowledge of budgeting, tracking and reporting
- Tech savvy, proficient in MS Office
- Excellent time-management and organizational skills
- Detail-oriented and efficient
- BSc/BA in business administration or equivalent experience

If interested, please send cover letter about why food and friendship matters to you, your resume and references to info@caringforfriends.org. Caring for Friends™ is an equal opportunity employer.