



Sharing food and friendship

Job Title: Volunteer Coordinator

Reports to: Executive Director

Status: Full Time/Salary

Description: The Volunteer Coordinator serves as the primary contact for potential and active volunteers for Caring for Friends. This position is responsible for all aspects of volunteer management and oversees all aspects of on-site volunteers and works to increase awareness about volunteer opportunities.

On-site Volunteers / Interns

- Serve as the primary contact and coordinator for potential and active volunteers
- Actively recruit and schedule volunteers on an ongoing basis, conduct volunteer orientations and tours
- Recruit volunteers for one-time and annual events
- Work with other team members to initiate and maintain relationships with local organizations, companies, and civic groups that volunteer or would like to volunteer with
- Create and maintain all volunteer related materials, including application, handbook, newsletter, and volunteer job descriptions
- Respond to all inquiries by volunteers or prospective volunteers promptly
- Work with the various program managers to meet their volunteer requirements
- Communicate with active volunteers to ensure that they are well matched to their assignment with their desired experience needs
- Maintain volunteer files, hour tracking logs, and manually enter volunteer information into database
- Responsible for volunteer recognition, including thank-you notes, Volunteer of the Month, and annual
- Host intern orientations, initiate and maintain relationships with college and university Career Centers
- Serve as main point of contact for all interns
- Create and maintain all intern related materials, and projects in coordination with other staff

Off-site Volunteer Opportunities

- Assist with all off-site and virtual volunteer opportunities such as, food drives benefitting Caring for Friends, serving as the main contact for those interested in virtual volunteering, and maintaining calendar
- Responsible for generating food drive acknowledgments, thank-you notes, and reporting final poundage
- Develop and update all food drive materials, including Food/Fund Drive Kits and language for website and social media
- Assist with solicitation of groups, companies, and organizations to host food drives
- Work closely with warehouse staff to coordinate food drive container drop-offs, donation pick-ups, etc.

Requirements:

- College degree preferred
- Experience working with non-profits a plus
- Excellent communication and organizational skills with strong ability to multi-task
- Ability to work some evenings and/or weekends as assigned
- Must be available during November and December
- Must demonstrate maturity and the ability to work with people from varying backgrounds, prior volunteer coordination experience preferred
- Good writing, public speaking, and computer literacy required
- Self-motivated, outgoing, disciplined, and self-starter are all essential
- Valid Pennsylvania driver's license and auto insurance coverage necessary