

Position Description

The Food Depot

**JOB TITLE:** Volunteer Relations Coordinator Non-Exempt

**REPORTS TO:** Development Director PT – up to 25/hrs weekly

**SUPERVISES:** None **SALARY RANGE:** \$15.00 - \$22.50/Hour

**JOB SUMMARY:** Responsible for many aspects of volunteer program, including but not limited to recruitment, tracking, training and appreciation of volunteers

**PRINCIPAL RESPONSIBILITIES:**

- Generates volunteer opportunities and role descriptions based on the needs of the organization, including but not limited to operations and special event opportunities
- Schedules, supervises, monitors and motivates volunteers
- Establishes and regularly updates volunteer schedule and list of events; communicates volunteer schedule to staff
- Works with staff to identify volunteer opportunities
- Ensures appropriate support and training for volunteers, including orientations and training in safe food handling
- In conjunction with Development Director, recruits volunteers and assigns them to appropriate positions, ensures an excellent volunteer experience for all; acknowledges and celebrates their work; assists with volunteer appreciation events; provides updated volunteer information to marketing staff to keep website and other marketing materials up to date
- Communicates regularly with volunteers through phone calls, e-mails, letters of appreciation
- Documents and logs volunteer hours in volunteer tracking system (Salesforce); reports hours; create job shifts, enters all data including volunteer preferences
- Collects and manages feedback from all parties involved in volunteer activities; shares feedback with staff to acknowledge strengths, successes and to make improvements for future volunteer activities
- Maintains positive customer relationships with volunteers, partner agencies and donors
- Contributes to building a positive team spirit; puts success of team above own interests
- Complies with all The Food Depot policies, procedures and systems
- Is consistently at work and on time
- Performs related duties as required or assigned; assists other departments as requested; may work evenings and weekends, as needed

**Qualifications**

- High school diploma or general education degree (GED); or one to three years related experience
- Demonstrate a commitment to the mission and values of The Food Depot
- Must be able to effectively communicate and interact with coworkers, managers and customers; ability to effectively communicate problems and issues
- Excellent people skills

- Must be computer literate. Proficiency in Microsoft Word, Excel, volunteer management software, Gmail calendars, mass email systems like Mailchimp
- Commitment to accuracy and thoroughness; ability to multi-task; excellent organizational skills and attention to detail
- Comfortable with public speaking

**Employment Requirements**

- Negative Pre-employment Drug Screening
- Clean Driving Record – New Mexico Driver’s License

**Physical Environment**

- Primary work is in an office environment
- Must be able to maintain productivity in a shared workspace
- Ability to travel in Northern New Mexico, if needed

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

I have read the above job description. I meet the qualifications and can perform the duties as described.

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Employee Signature

Date