



Job Description

Position Title: Office/Volunteer Coordinator

Time Commitment: 20-24 hours per week

Reports to: Executive Director

Revised Date: October 2021

Summary

The purpose of this position is to oversee the administrative office tasks and those of the food pantry, as well as coordinate the activities of the volunteers.

This is an administrative position that requires strengths in general office procedures, computer knowledge and the ability to work with people and their skill sets.

Qualifications

- High school diploma or equivalent, Associate degree preferred
- Experience with office procedures/coordination

Competencies *(Knowledge, Skills and Behaviors)*

- Leadership skills desired
- Technical skills: proficiency in Microsoft Word and Excel. Experience using databases, doing data entry, queries, reports, etc. required
- Effective verbal and written communication skills required
- Excellent organizational and time management skills required
- Interpersonal skills required
- A high level of emotional intelligence desired
- Ability to maintain a demeanor of professionalism required

Job Responsibilities/Expectations

Office Duties:

- Oversee all aspects of running the office including maintaining and updating policies and procedures and ordering supplies
- Coordinate activities with other areas of operation as necessary

Volunteer Coordination:

- Screen the submitted volunteer applications
- Interviewing potential volunteers for abilities and preferences in service areas
- Orient and train volunteers
- Maintain and coordinate the volunteer schedule and time records
- Supervise volunteers and review their performance

Food Pantry Management:

- Maintain all upkeep of the Food Pantry from processing incoming and outgoing to restocking
- Keep all logs of pantry items for bookkeeping
- Researching and providing resources that assist with the pantry, and volunteer coordination

Physical Requirements

- Must be able to lift up to 40 lbs.