



Job Description

Position Title: Office/Volunteer Coordinator

Time Commitment: 16-20 hours per week

Reports to: Executive Director

Revised Date: August 2022

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 and delegation skills desired
- Technical skills: proficiency in Microsoft Word and Excel. Experience using databases, doing data entry, queries, reports, etc. required
- Excellent organizational and time management skills required
- Interpersonal skills including effective verbal and written communication skills required
- A high level of emotional intelligence with the ability to maintain a demeanor of professionalism required
- Openness and willingness to adapt to change and work collaboratively with a variety of diverse situations, individuals and groups 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
- Routinely update databases with resource lists, records, and inventories
- Become office expert in our Database Program

Volunteer Coordination:

- Assist with screening the submitted volunteer applications
- Assist with 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: (updated 7/2022)

- Oversee upkeep of the Food Pantry (work directly with FPC on all details of pantry. Make sure they are equipped with all tools to be able to do this position as a volunteer.)
- See that all logs of pantry items are kept for bookkeeping
- Research and provide resources that assist with the pantry from food drives to volunteers. (collaborate with FPC and Program Coordinator)

Physical Requirements

- Must be able to lift up to 40 lbs.