

FOOD BANK FOR THE HEARTLAND, INC.
Position Description

Position Title: Volunteer Coordinator
Reports To: Director of Philanthropy & Communications
FLSA status: Exempt, full-time

Incumbent's signature: _____ **Date:** _____

Supervisor's signature _____ **Date:** _____

Position Purpose:

The Volunteer Coordinator assists in the recruiting, scheduling, orientation and recognition of volunteers to support vital daily operations ensuring the vision and reputation of FBH are upheld in a consistent and professional manner.

Essential accountabilities:

Recruit prospective volunteers from corporations, religious and community groups along with individuals.

Promote the FBH volunteer program to gain community support.

Maintain volunteer schedule of activities and document data related to volunteers.

Coordinate with volunteer center and food sourcing staff to assess volunteer needs and assignments.

Coordinate with communications manager and brand manager to communicate with volunteers in a consistent, timely and effective manner.

Greet and orient volunteers to increase their understanding of the mission, vision and values of FBH.

Perform other duties as assigned.

Knowledge, skills, abilities:

- Commitment to FBH's mission and values
- Excellent oral and written communication skills
- Proficiency with Microsoft Office products
- Data base management skills
- Professional dress and demeanor
- Availability for occasional night and weekend work

Education and experience:

- Bachelor's degree or equivalent in relevant experience
- Supervisory experience
- High school diploma or GED required

Working conditions: Typical office and warehouse setting. Some driving is expected.