



Immediate Job Opening

Job Title: Volunteer Coordinator

Job Summary: The primary responsibilities for the position are the recruitment, scheduling, orientation, nurturing, follow up, documentation and supervising of volunteers serving at the Coastal Bend Food Bank or at special events and projects.

Job Duties:

- Recruitment of volunteers
- Scheduling and organization of volunteer work
- Orientation and training for volunteers
- Work alongside volunteer groups to build relationships
- Coordinate volunteer group for food drive events/projects
- Collection of information/pictures for group recognition
- Maintenance of files with group information
- Maintenance of volunteer calendar
- Communication with management regarding volunteer groups

Qualifications:

- Minimum high school diploma or equivalent, college level work or degree preferred
- Flexible availability to include late shift and Saturdays
- Ability to work in extreme warehouse temperatures and lift up to 40 lbs.
- Ability to learn food safety procedures, product inspection, and salvage food recovery standards
- Work well with people
- Intermediate skills in Microsoft Office programs
- An established community connection with a proven track record of successfully building a base of volunteers ready to serve preferred.

Rate of Pay: \$14.00/ hour

Job Closing Date: Monday February 28, 2022

Please complete an application and submit to Martha Cabrera, HR Generalist at 826 Krill Street, Corpus Christi, TX 78408.