

# *Immediate Job Opening*



**Job Title:** Volunteer Coordinator

**Job Summary:** The Volunteer Coordinator must recognize the importance of a stable volunteer base in a non-profit agency heavily reliant on its volunteer forces and the goodwill of the community. The Volunteer Coordinator is responsible for recruiting, scheduling, providing orientation and follow up training, mentoring, and supervising all volunteers serving at the Coastal Bend Food Bank (CBFB) and on special projects or at CBFB special events; creating and maintaining all required documentation or other recordkeeping for the volunteers; teaching volunteers the CBFB mission; solidifying positive volunteer relations and effectiveness of the volunteer programs, with the goal of equipping and encouraging volunteers; maintaining and growing the volunteer base through meaningful service and community good will. The Volunteer Coordinator is designated as the coordinator for the CBFB Emergency Preparedness/Disaster Relief Program, including regular and pre-disaster training and equipping employees and volunteers during the handling of impending disasters and the aftermath so that CBFB can fulfill its mission.

## **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
- 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.