



Position Announcement
Volunteer Coordinator (ARPA Temporary)
(ARPA Funded through December 2024)

Application Dates:

February 10, 2022 (open) Until Filled.

Resumes will be reviewed on rolling basis until position is filled.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Job Description

The Volunteer Coordinator serves a vital role coordinating the day-to-day volunteer services at the Foodbank of Southeastern Virginia. This position will provide support, information, data entry and scheduling of volunteers and volunteer activities. Reporting to the Volunteer Manager, assures that all volunteers (individuals, and community, corporate, and military groups) needs are met during their period of service.

This is a temporary assignment through December 2024. Incumbent in Temporary Volunteer Coordinator position will be given priority for offer as a regular hire if position is converted to regular hire status and added to organizational structure for the Resource Development Department. Position will be evaluated after 18 months to determine feasibility of conversion and addition to headcount.

Work Hours/Shift: Monday-Friday; full-time; non-exempt; some weekend and evening work required for special events. Position requires working nights and/or weekends.

Essential Education: Minimum: A Bachelor’s Degree.

Duties and Responsibilities:

- Oversees scheduling individuals and groups for daily volunteer assignments and special projects via telephone, email, website, and in-person.
- Manages the arrival and intake process of volunteers at the beginning of their shifts.
- Work with Project Manager (ARPA) to ensure proper training and management of specialized volunteer teams and events.
- Responsible for creating and maintaining files on volunteers participating in special programs, tracking, and reporting hours as requested by outside organizations and individual volunteers.
- Responsible for accuracy of volunteer information in VolunteerHub and maintaining the volunteer database, transferring of hours into DonorQuest and related electronic information and paperwork.
- Manages Excel data base and related paperwork for USDA distribution including compliance with internal and external regulations.
- When scheduled, oversees Saturday volunteer and warehouse operation. Responsible for opening and closing duties, in accordance with all associated safety and operational procedures.

- Work on projects in coordination with volunteer manager and quality assurance manager.
- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.

Work Experience:

- 3 Years supervisory experience.
- Minimum: 2 years of work experience in volunteer coordination or related non-profit work
- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religions, spiritual, community, student, social).
- Equivalent combination education and experience is acceptable providing they are comparable in type, scope and thoroughness of position's education and experience requirements.

Requirements:

- Skilled in management of personnel, interpersonal communication, and basic mediation.
- Ability to work and interact well with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment.
- Skilled at organizing volunteer tasks, information, and materials effectively.
- Ability to generate enthusiasm and interest from others for working on Foodbank programs.
- Strong critical thinking skills, flexibility, and tact. Ability to find common ground in difficult situations and proceed respectfully toward solutions.
- Available to participate in special events and some weekend work.
- Possesses strong project management skills.
- Proficiency in word processing, spreadsheet programs, email, and database management.
- Flexibility to work evenings and weekends as required.
- Valid Driver's License.
- Food Safety Training will be required after hire.
- This position requires a satisfactory screening for criminal background and driving history.

Physical Demands: While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 30 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Distance vision (clear vision at 20 feet or more); peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Use hands and fingers to handle or feel and reach with hands and arms.
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Pay: Starting at \$21.21 per hour.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process, please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.