



Our Vision: "EVERY NEIGHBOR. WITH ENOUGH FOOD. EVERYDAY."

Job Title:	Volunteer Coordinator
Reports to:	Director of Community Engagement
Classification:	Full-time; Exempt
Location:	Clayton, GA

About Us:

The mission of the Food Bank of Northeast Georgia is to connect neighbors with nourishing food.

Our team has united for more than 30 years to: build a greater understanding of food insecurity; create clear pathways for donors, volunteers, and community members to invest in solutions to this widespread problem; to serve as the hub of an expansive supply and distribution network; and, ultimately, to eliminate food insecurity across our 15-county region.

Our Values:

Accountability: We commit to continuous improvement and transparency in all that we do.

Belonging: We create a place of welcome and hospitality for all.

Compassion: We acknowledge that hunger is a burden that no one should bear alone.

Dignity: We honor the humanity of all people.

Efficacy: We get things done and understand the urgency of our work.

Stewardship: We honor the power of giving by applying resources in a mission driven and thoughtful manner.

Job Summary:

The Volunteer Coordinator is responsible recruiting, engaging, and retaining volunteers to support the efficacy and stewardship of the Food Bank's mission. This position will not only set up and lead food sorting/packing



events for volunteers, this role connects volunteers into other areas of the Mountain Branch, such as administrative support and the Teaching Kitchen. This role maintains positive rapport with all individuals and organizations who donate their time and abilities to the Food Bank to ensure retention and repeat volunteerism. The person leads by example and is expected to physically move products and sort and pack food in the Volunteer Center.

Key Responsibilities:

Volunteer support and coordination

- Actively recruits and retains volunteers to ensure efficacy of the Mountain Branch
- Trains and oversees administrative volunteers to ensure coverage of the front desk and hospitality
- Supports the experience and hospitality of the Teaching Kitchen's Kitchenettes
- Ensures that each task to be performed by the volunteer best fits their skills and abilities.
- Familiar with Bloomerang Volunteer software system to assist in volunteer recruitment and reporting as needed.
- Assists with general administrative and computer work as needed.

Volunteer Food Sorting & Packing Events

- Leads the volunteer project and orientation to share the Food Bank's mission with volunteers and maintain a positive volunteer environment for all volunteers.
- Ensures the Volunteer Center is clean and organized before and after projects and is ready to welcome volunteers and guests.
- Projects are expected to be completely set up 15 minutes before the volunteer shift begins.
- Welcome and engages with volunteers as they arrive to ensure an efficient and safe experience.
- Delivers clear and concise instructions for volunteers at all shifts and conveys impact of volunteer service for overall mission.
- Responsible for removing trash, cardboard, and completing routine cleaning procedures.

Food Safety

- Adheres to the Food Bank's food and operations safety standards



- Completes ServSafe Manager Certification within 90 days of employment and maintains certification
- Trains volunteers in food safety practices and standards
- Assures separation of good and bad products and implements safety procedures when applicable
- Reports any incidences of food safety non-compliance to their Supervisor, or Chief Operating Officer
- Other duties as assigned, such as supporting the Sharing Floor, Operations or Commercial Kitchen on occasion.

Qualifications:

- Candidate must be able to pass criminal background check and drug screening
- Valid GA Driver's license, clean MVR
- Insurable by the company's insurance carrier
- Candidate possesses a smart phone
- Saturday and Evening availability
- Preferred Microsoft experience
- Willingness to learn: product regulations to ensure appropriate handling of products distributed by Food Bank
- Ability to learn and become proficient in using hand-powered warehouse equipment such as a manual pallet jack, electric pallet jack, and rolling utility cart

Personal Qualities:

- Ability to work amicably and collaboratively across all Food Bank departments and with all Food Bank staff
- Ability to use independent judgment in routine and non-routine situations
- Accuracy, timeliness, attention to detail, highly organized
- Ability to effectively communicate with a diverse range of stakeholders
- Must be able to follow directions
- Ability to maintain positive working relationships with all volunteers and volunteer groups and encourage growth of repeat volunteers and groups
- Ability to provide instructions and information clearly and concisely



- Consistency in attendance for the full allotted schedule for each day
- Arrives at work on time and is prepared to complete daily necessary assignments in a timely manner with or without extra volunteer assistance.

Work Environment:

- Work largely takes place in a warehouse setting.
- Work is value, goal, and deadline oriented.
- Regular and predictable attendance is required.
- Some travel, some weekend work, and some extended hours may be required.

Physical Demands:

- The ability to constantly lift, move, and carry objects weighing up to 5 lbs. safely and comfortably
- The ability to frequently lift, move, and carry objects weighing up to 25 lbs. safely and comfortably
- The ability to occasionally lift, move, and carry objects weighing up to 50 lbs. safely and comfortably with a partner
- The ability to work comfortably for extended periods in indoor and outdoor non-climate-controlled environments, occasionally facing adverse weather conditions
- The ability to use close vision, distance vision, peripheral vision, and depth perception to see and respond while driving or operating machinery
- The ability to speak, for expressing or exchanging information and instructions through spoken word
- The ability to receive instructions or information by means of oral communication
- The ability to respond quickly to sounds
- The ability to stand, stoop, and walk to move safely over uneven terrain, in confined spaces, or during normal work conditions
- The ability to use hands and arms to reach, feel, handle, or grasp items

Pay: \$18.00 per hour

Benefits:

- 401(k)
- 401(k) matching



- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid Time Off
- Vision insurance

Schedule & Location:

- 8:00 am - 4:30 pm, Monday to Friday
- Work Location: In person at 46 Plaza Way, Clayton, GA 30535
- Some travel, some weekend work, and some extended hours may be required.

Experience:

- Microsoft Word: 1 year (Preferred)

License/Certification:

- Driver's License (Required)