



TITLE: Volunteer and Food Resource Coordinator
SUPERVISOR: Directly to Executive Director; Also responsible to the Operations Manager and Social Service Staff Supervisor
REVISED: April 15, 2024

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assume primary role in recruitment, screening and training of volunteers.
- Supervise volunteers handling food and household goods and assume responsibility for the operation of distribution sites.
- Interview, hire and schedule volunteer staff to assure coverage in distribution operations.
- Provide and/or supervise on-site training of volunteers, with appropriate assistance of office staff.
- Inform Executive Director of plans when attending meetings, running errands for ECHO, or taking time off. Arrange for supervision of volunteers when absent, which may include assignment of office staff or lead volunteer to supervise the site.
- Maintain an up-to-date database of volunteers.
- Assist in the procurement of donations for special events from area businesses.
- With the assistance of other key office staff, assume a primary role in the coordination of the National Letter Carrier Food Drive, food drives, school, church, and other smaller food drives.
- Assist volunteers and office staff, including filling in any position when needed.
- Assess the needs of food pantry weekly. Share low stock pantry items with PR/Development Manager to send out a press release.
- Procure food, actively seeking donations or lower prices from stores and businesses within allotted annual budget.
- Assist the Executive Director and PR/Development Manager with liaison functions in the community, including (but not limited to) volunteer efforts of youth, church, business and community groups, and media.
- Keep daily records up to date, as needed for daily operations and for agency reports, assisting the Operations Manager and Executive Director in the completion of required reports.

- Facilitate the transfer of donations and other items between sites with the Food Pantry Assistants.
- Communicate effectively with clients, office staff, volunteers, donors, agency contacts, keeping the Executive Director informed of concerns.
- Participate in in-service training, seminars, and attend meetings, as recommended.
- Assume primary staff responsibility of obtaining volunteers for the Thanksgiving food program and Christmas Dinner with the volunteer chairperson for those events. Will also assume primary staff responsibility for Community Meal, Easter Baskets, School Supplies and Christmas Toy programs with the volunteer chairperson for those events.
- Assume primary staff responsibility for the Senior Stockbox program and complete required reports for Hunger Task Force.

Other Responsibilities

- Other duties may be assigned by the Operations Manager, Social Service Staff Supervisor, or Executive Director.

QUALIFICATIONS: *A minimum of a high school diploma. Computer skills and experience in human services or at a volunteer agency recommended. Knowledge of the community and area resources. A belief in the mission and objectives of ECHO, and an ability to work with member churches, volunteers and others in the community toward carrying out those objectives. Compassion, and ability to work well with many types of people. A commitment to ethical responsibility to clients and maintaining client privacy and confidentiality. Organizational skills, flexibility and ability to work independently and also cooperatively within the agency and in the community.*

PHYSICAL QUALIFICATIONS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

TERMS:

.80 to 1.0 FTE, hourly position, assuming hours average about 32- 40 hours per week. The regular office hours and additional evening and weekend hours, as assigned by the Executive Director, within the overall budget recommendations of the Executive Committee. Benefit package includes medical, holiday, vacation, and personal time. Must have a valid driver's license and deemed insurable driver by our insurance provider prior to hire.