

PARISH: St. Leo Parish

TITLE: Volunteer Coordinator

NAME:

REPORTS TO: Director

DATE:

I. POSITION PURPOSE

This position is responsible recruiting and coordinating volunteers for all Food Connection Programs. Provides a positive working environment for volunteers and serves as a professional liaison with partner agencies. Demonstrates effective leadership and good public relations skills.

II. Essential Duties and Responsibilities:

Volunteer Recruitment

- o Develop and maintain relationships with local job training agencies, court ordered supervision entities, and local schools, organizations and civic groups to ensure a consistent supply of volunteers
- o Coordinates with Food Bank Coordinator, Springbrook Coordinator and Children's Feeding Program Coordinators to ensure awareness of general and specific needs for volunteers
- o Conducts interviews with potential volunteers to ensure awareness of and compliance with Archdiocesan volunteer regulations
- o Assures all volunteers have a "Cleared" background check.
- o Before SLFB shift starts works with Food Bank Coordinator to ensure that adequate volunteers are present to for expected food bank needs
- o Coordinates with outreach agency representatives.
- o Maintain a respectful, friendly and cooperative environment where all are treated with compassion, dignity and respect.

Record Keeping

- o Maintain confidentiality and accuracy of volunteer database and provide periodic summary reports and analysis.
- o Ensure that completion letters are provided for court ordered community service volunteers, as well as other volunteers needing proof of volunteer service
- o Submit required payroll and other information, including training certification, to partner agencies providing volunteers as part of job

training programs

- o Prepares monthly and yearly report on number of volunteer hours served.
- o Ensure that volunteer files are kept up to date including annual review of contact information, certifications and background checks as needed or required.

Volunteer Management and Development

- o In coordination with the other staff works to recruit, schedule and train volunteers to assist in various Food Connection programs
- o Supervise, coach, counsel volunteers as needed.
- o Highlights volunteers through Food Connection and St. Leo Parish social media and e-newsletters
- o Create an effective system for recognizing agency volunteers at least annually.
- o With program staff helps coordinate regular volunteer staff meetings, events &/or recognition for program specific volunteers
- o Mediate conflicts between volunteers

Professional Development

- o Participate in approved workshops, conferences, and community meetings related to food banks and administration, and maintain current required certifications.
- o Attend and participate in staff meetings.

Public Relations

- o Seek out opportunities to give presentations to community groups and organizations such as community gatherings, fairs, service clubs, businesses, churches, professional organizations.

Performs other duties as assigned

Competencies:

- o Previous supervision experienced preferred.
- o Demonstrated ability to manage a budget and maintain fiscal controls.
- o Demonstrate success in working collaboratively as part of a team.
- o Current Washington state driver's license with copy of driving abstract as proof of insurability required.
- o Spanish language skills preferred but not required
- o Ability to interact effectively with the community.
- o Demonstrated computer and written literacy required.
- o Ability to communicate effectively with a broad and diverse audience.

Physical Demands:

- o Must be able to lift to a min of 35 lbs. on a repeated basis.
- o Must be able to work independently.
- o Must be able to sit or stand for four or five hours.
- o Must be able to communicate clearly using a phone.