



## **Temporary position as Volunteer Coordinator**

The Food Bank is looking for an enthusiastic, versatile go-getter to help maintain relationships with our volunteers and community members who want to get involved with our mission. This position is involved with all aspects of the volunteer experience from recruiting volunteers to volunteer tracking and evaluation. This person also supports the Food Bank's Development and Events teams. The work will be with volunteers at The Food Bank's new farm in Hadley, onsite at The Food Bank in Hatfield, in the community, and remote.

### **Details**

- ASAP – December 15<sup>th</sup>
- Currently a temporary position but preference given to someone looking to join The Food Bank in an ongoing position
- 40 hours/week but could start with fewer hours, if needed
- \$16.50 per hour through a partner agency

To apply, please forward a cover letter and resume to [jobs@foodbankwma.org](mailto:jobs@foodbankwma.org) with "Volunteer Coordinator" in the subject line.

### **Primary responsibilities**

- First point of contact for all volunteering
- First point of contact for interns and schools
- Recruits requested volunteer positions for all departments and Food Bank Events
- Oversees and tracks volunteer schedule and hours.
- Communicates daily with volunteers by email and phone.
- Generates volunteer hour reports as needed.
- Updates online waivers & registration for volunteer opportunities under direction of manager.
- Cancels volunteer shifts & follows up with volunteers, as necessary.
- Develops and executes volunteer recognition.
- Assists the Development team with Food Bank events and fundraising campaigns.  
Manages volunteer roles for The Food Bank's Will Bike 4 Food Event

### **Other Responsibilities**

- Leads volunteer shifts, if necessary, in The Food Bank warehouse and on The Food Bank Farm (4 hour shifts up to twice a day)
- Assists the Corporate Relations Officer with other related activities including tabling and/or speaking at community events to help promote the visibility and work of The Food Bank.
- Assists community members with setting up virtual food drives as necessary
- Provides educational content as needed for schools from established Youth Against Hunger curriculum

### **Working Conditions**

- Able to work standing or walking for up to 5 hours at a time
- Able to work outside in varying weather conditions
- Able to occasionally lift up to 50 lbs.
- Able to stand, walk, sit, squat, bend, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms
- Occasional evening and weekend shifts to facilitate volunteers in the warehouse, at The Food Bank Farm or at Food Bank sponsored events with opportunity to flex hours
- Ability to take part in light farm work activities with volunteers on farm (planting, weeding, picking vegetables etc.)

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