



Fighting Hunger. Giving Hope.

**LOS ANGELES REGIONAL FOODBANK
JOB AD**

Job Title: **Volunteer Coordinator**
Job Type: Part time
Status: Hourly/Non-exempt
Company: Los Angeles Regional Foodbank
Reports to: Volunteer Director
Shift: As scheduled to include Saturdays
Openings: 1
Start: ASAP

Company:

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. It provides food to more than 300,000 clients on a monthly basis and, in 2016, distributed 67 million pounds of food, the equivalent of 55 million meals. Los Angeles Regional Food Bank employees are hired based not just on their skills, but also their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity, and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all its employees.

Essential Functions

Assists with recruitment of volunteers for the Food Bank operations. Process walk-in volunteers by reviewing paperwork and organizing all paperwork. Assists to identify and evaluate volunteer skills and availability. Will work closely with other Volunteer Coordinators to prepare schedules and coordinates volunteer participation in Food Bank operations. May assist with volunteer participation in food drives and other special events. Ensures proper maintenance of records on individual volunteers and services performed. Provides volunteer activity reports to supervisor as needed. Maintains confidentiality of "protected" volunteer information forms. Conduct and/or arrange for volunteer orientation and training. Handle telephone, voicemail, written, and e-mail inquiries as well as updates and maintains the volunteer database.

Principal Duties and Essential Job Functions:

Ability to effectively manage a wide array of tasks, projects, and responsibilities. Ability to work productively in an environment with frequent interruption. Detail-oriented, with the ability to properly handle personal, confidential information. Able to perform duties on a tight schedule. Bilingual, English/Spanish or other languages highly desired. Comfortable with public speaking, very good oral and written skills required. Proficient in basic computer applications, such as word processing, spreadsheets, and internet usage. Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations. Ability to work well with a diverse group of staff and volunteers. Willingness to adjust hours to accommodate the needs of the job. Have an insured vehicle with valid California driver's license necessary.

Qualifications:

Prefer 2 years' College-level coursework completed. Experience in volunteer recruitment desired. 1-2 years' experience with Social Service Agency preferred.

Benefits:

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan
- Employee Assistance Program
- Vacation and Sick Time in accordance with Policy

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé. As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".