



Volunteer Services Assistant

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fifteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Volunteer Services Assistant will set up, supervise, clean up and prepare volunteer activities on a daily basis at SFBFS' Food Bank Services campus and will work closely with Warehouse, Facilities, and Food programs/services staff to ensure that all departments' needs and goals are met with the assistance of volunteer activities within the warehouse. This position will meet, at a minimum, weekly with the Volunteer Services Assistant Manager to plan/strategize volunteer activities; including (but not limited to) sorting nonperishable products, boxing food, bagging produce items, repacking bulk food items, cardboard crushing and bin washing. The Volunteer Services Assistant will assist with special events related to Volunteer Services as needed.

The Volunteer Services Assistant will:

- Train, motivate and supervise volunteers, both individuals and volunteer groups; provide instruction, motivate and supervise volunteers
- Assist with administrative tasks in Volunteer Services department including, but not limited to: e-mail correspondence with prospective and new volunteers; posting and managing events on Web site volunteer calendar; and sending thank you e-mails to volunteer groups.
- Set up, supervise and clean up daily volunteer activities
- Work with Volunteer Services and Warehouse staff to plan and execute weekly volunteer activities
- Assist with administrative tasks in Volunteer Services department
- Provide occasional facility tours for volunteer groups
- Assist with special events related to Volunteer Services, such as organization-wide volunteer appreciation events and outreach events
- Other duties as assigned

SKILLS AND EXPERIENCE REQUIRED

- High school diploma or equivalent
- Knowledge of warehouse operations
- Microsoft Office 2016: Outlook, Word, Excel
- Prior experience in food safety principles, practices, and regulations
- Operate warehouse equipment
- Give tours of SFBFS facilities and train large groups (excellent public speaking skills)

POSITION DETAILS

- Full-time, non-exempt position; Tuesday - Saturday; occasional weekends and holidays as needed
- SFBFS' Food Bank Services campus location
- Comprehensive benefits

Applicants must submit resume, cover letter, [SFBFS' employment application](http://www.sacramentofoodbank.org/employment) (found here: www.sacramentofoodbank.org/employment) which should include three professional references to employment@sacramentofoodbank.org by January 12, 2018 for consideration. **No phone calls please.**