



Volunteer Services Coordinator

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The **Volunteer Services Coordinator** works under the supervision of the Director of Volunteer Services. The Volunteer Services Coordinator will assist in recruiting, training, and retaining and recognizing volunteers, at the Sacramento Food Bank & Family Services (SFBFS) main campus. He/She will oversee the volunteer activities of groups as well as individuals.

The Volunteer Services Coordinator will (including but not limited to):

- Greeting, touring and supervising daily volunteer groups
- Serve as point of contact for individual volunteers
- Ensure all volunteers receive orientation and training
- Set the schedule and pace of the volunteer projects
- Work closely with other staff in various departments to identify volunteer needs, coordinate volunteers and develop processes and procedures to accomplish goals
- Track and report volunteer hours, including timesheets for interns, court-mandated volunteers and students
- Work in predominately in warehouse environment on daily basis
- Operate warehouse equipment; in a safe manner
- Other duties as assigned

SKILLS AND EXPERIENCE REQUIRED

- Bachelor's degree or equivalent in social science, business or related field Basic computer programs and data entry requirements
- Minimum of one year of volunteer coordination or related experience
- Excellent communication skills, including public speaking experience
- Prior experience in both giving tours of facilities and train large groups
- Prior experience with Microsoft Office programs including Outlook, Word, Excel, Publisher, Access and PowerPoint

POSITION DETAILS

- Full-time, non-exempt position; Monday – Friday (Thursday hours vary); occasional weekends and holidays as needed
- Comprehensive benefits including medical / dental / vision / life / AD&D / LTD / retirement and more
- Pay range - \$20.00 to \$21.50 per hour/depending on experience/education

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