



**VOLUNTEER COORDINATOR ASSISTANT**

**POSITION SUMMARY**

The Volunteer Coordinator Assistant (VCA) reports to the Volunteer Coordinator (VC) and is responsible for supporting the VC with all aspects of recruiting, training, scheduling, guiding and supporting a large volunteer force. Works collaboratively with the staff, volunteers, committees and the Board of Directors to ensure the smooth operation of the Pantry.

**TIME REQUIREMENT**

The VCA is a part time position scheduled to work up to 15 hours per week.

**PRINCIPAL RESPONSIBILITIES**

**Assist the VC with:**

- All aspects of volunteer management including recruitment, guidance, training, scheduling, retention, recognition, conflict resolution and support
- Reinforcing a cohesive, welcoming and inclusive volunteer culture where each volunteer is valued and respected
- Communicating and promoting the mission of the Pantry to volunteers
- Leading sessions where volunteers are present (open pantry, stocking, online ordering, holiday dinner distributions and special events)
- Managing the fulfillment of online orders and MART/COA orders
- Filling in for any volunteer positions as needed during the open pantry
- Administrative work including data entry, filing, volunteer onboarding, email and records management
- Perform other duties as assigned by the VC

**QUALIFICATIONS**

- Must be at least 18 years of age
- Associates Degree or equivalent
- Computer skills including email, spreadsheets, word processing, database operations.
- Ability to work independently and as part of a team
- Excellent organization and proactive communication skills (oral and written)
- Leadership and communication skills to effectively manage a diverse group of volunteers
- Commitment to continuous process improvement
- Commitment to the mission and goals of Loaves & Fishes Food Pantry, Inc.

I acknowledge I have reviewed the job description and understand its contents. I further understand that management reserves the right to modify this job description at any time.

\_\_\_\_\_  
Employee Date

Reviewed with:

\_\_\_\_\_  
Manager/Supervisor Date