

LOAVES & FISHES FOOD PANTRY, INC.
IMMEDIATE OPENING
VOLUNTEER COORDINATOR

We are seeking a Volunteer Coordinator, responsible for all aspects of recruiting, training, scheduling, guiding and supporting a committed large volunteer force. Acts as the center point for communications with existing and potential volunteers. Using scheduling software (Sign Up Genius), ensures required staffing levels are met across all pantry functions. Reports to our Executive Director.

Hours: This is a part time position working 20 hours per week, including during open pantry sessions (currently Wednesday, Friday and one Saturday morning), volunteer orientations, some special events and remotely as needed.

Qualifications:

- Associate's Degree or equivalent. Three years of organizational experience in a social services/human services field
- Strong leadership ability including consensus-building, excellent organizational skills, committed to continuous process improvement
- Ability to work independently and as part of a team. Proven time management skills
- Proactive communication skills (oral and written); an effective and attentive interviewer
- Proficient computer skills – email, word processing, spreadsheets, file management and ability to use our volunteer management software tool.
- Commitment to the mission and goals of Loaves & Fishes Food Pantry, Inc.

This position offers paid time off and holidays.

Loaves & Fishes Food Pantry is a 501(c)(3) non-profit that helps those who face food insecurity in a supportive and dignified setting. We serve our neighbors in Ayer, Devens, Dunstable, Groton, Harvard, Littleton and Shirley. See website for additional information - <https://loavesfishespantry.org>

To apply please send a cover letter and resume to jobs@loavesfishespantry.org
Loaves & Fishes Food Pantry, Inc. is an equal opportunity employer.

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