

POSITION AVAILABLE VOLUNTEER COORDINATOR

Seeking a volunteer coordinator to lead all aspects of our large volunteer population. Reports to the Executive Director.

- 15-20 hours per week
- Paid time-off available; other benefits, including medical benefits, are not provided

Responsibilities:

- All aspects of volunteer management including:
 - Recruitment
 - Training
 - Supervision
 - Scheduling
 - Retention
 - Recognition
 - Communication
- Oversee all open pantry sessions

Required Skills & Experience:

- 3 years of experience in a management role
- Highly organized and detail oriented
- Excellent communication and interpersonal skills
- Comfortable working independently and as part of a team
- Proven computer skills including e-mail, spreadsheets, word processing and database operations
- Committed to the Loaves & Fishes mission

Please email a cover letter and resume to jobs@loavesfishespantry.org by May 6, 2018.

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