

VOLUNTEER AND BACKPACK COORDINATOR

Job Description

Position: Volunteer & Backpack Coordinator
Department: Programs
Supervisor: Programs Director
Hours: 8AM - 4PM - M-F; evenings & weekends as required
Status: Hourly; non-exempt

ABOUT US:

Concho Valley Regional Food Bank (CVRFB) serves our neighbors experiencing hunger in the 13 counties of the Concho Valley by partnering with 115 agencies who operate daily food pantries, hot meal sites, and food distributions. CVRFB also hosts a Veggie Van to take fresh produce to rural pantries and operates a Food2Kids weekend backpack program serving 9 of the 13 counties.

JOB DESCRIPTION:

The Volunteer & Backpack Coordinator serves as a communication and service link with partner schools and Concho Valley Regional Food Bank's robust volunteer network. The Volunteer & Backpack Coordinator works with the Programs Director to ensure compliance with sites for product safety and participant reporting.

MAIN RESPONSIBILITIES:

- Responsible for working with participating schools, ensuring they follow CVRFB's Weekend Backpack program guidelines
- Assists in logistics of the program by working closely with Operations & Food Sourcing to maintain inventory
- Assist with menu creation & maintenance of all menus
- Conduct annual meeting with schools
- Conduct school site visits at least twice a year
- Manage all volunteer activity throughout the Food Bank, coordinating with Operations as necessary
- Regularly welcome & communicate with volunteers during weekly volunteer shifts
- Host/Supervise volunteers while they are on campus and at off-campus events during their entire shift
- Create & maintain appropriate communication channels with volunteers
- Submit monthly reports on volunteers & backpack program
- Invoicing & inventory management for backpack program
- Other tasks/duties as may be assigned

ABOUT YOU:

- You look at problems with an eye for solutions
- You love working with the public and the opportunities to keep our community engaged
- You're organized and flexible
- Enjoy working with people from diverse backgrounds
- Technologically savvy – you don't have to be an expert in everything, but a willingness and ability to navigate technology platforms is a must
- Willing to be trained/certified within 30 days of employment
- Willing to learn about and respond to issues around hunger

QUALIFICATIONS/SKILLS:

- Valid TX Driver's License
- Outstanding oral & written communication skills
- General knowledge of Microsoft Office and Google products
- Experience organizing and leading groups
- Able to lift 35 – 50lbs consistently

TO APPLY:

Send resume & cover letter to programs@conchovalleyfoodbank.org

DISCLAIMER:

Concho Valley Regional Food Bank is an equal opportunity employer. This job description does not imply or constitute an offer of employment.