



Volunteer and Outreach Coordinator Job Description

Work Hours: (40 hours per week)

Monday through Friday 7:30 am to 4:00 pm with flexibility, some weekends and evenings required

Position Summary:

The Volunteer and Outreach Coordinator, with the support of the Program Manager and Executive Director, recruits, trains and schedules volunteers for Table to Table and serves as community representative for Table to Table for the purposes of volunteer recruitment and outreach.

Supervision Given By:

The Volunteer and Outreach Coordinator is supervised directly by the Executive Director. Supervision is given in the form of informal communications and an annual performance review.

Supervises:

The Volunteer and Outreach Coordinator supervises volunteers in a variety of roles.

Qualifications & Competencies:

- 1-3 years experience recruiting volunteers or supervising staff.
- Committed to the mission of food rescue and hunger abatement
- Excellent public speaking and presentation skills for the purpose of recruiting volunteers and promote Table to Table mission.
- Ability to connect with others and forge strong relationships. Ability to communicate effectively (oral and written) with the Executive Director, staff, volunteers, donors and recipient agencies.
- Ability to perform several tasks concurrently, time management and organizational skills.
- Ability to support, network and motivate volunteers
- Ability to maintain confidential information
- Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines
- Functional knowledge and ability to use Microsoft Office, publishing/layout programs and volunteer databases.
- Ability to assess, evaluate, revise, plan and implement work within the context of position responsibilities.

Licenses, Certifications or Similar Qualifications:

- Ability to be certified in safe food handling practices.
- Valid driver's license and good driving record.

Essential Functions:Volunteer Oversight

- Oversee volunteer onboarding process including vetting, interviews, background checks, submit volunteer information to vehicle insurance and maintain driver roles and maintain contact info
- With support of Program Manager, complete training and orientation of volunteer drivers and helpers in food handling practices. Oversee ongoing and re-training volunteer drivers and helpers on established pick-up and delivery routes.
- Share responsibility for scheduling ongoing route volunteers and substitutions
- Develop and evaluate a wide range of volunteer roles/opportunities
- Coordinate recruitment for all volunteer roles and ensure volunteers are staffed to support various areas of operations
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Volunteer satisfaction surveying and follow up to improve volunteer retention
- Oversee volunteers and volunteer projects that aren't supervised by the Program Manager or Executive Director
- Work with operations committee to identify volunteer needs

Outreach Duties

- Promote T2T volunteer opportunities in the community including community speaking engagements, volunteer fairs, etc.
- Organize promotional events like entry in UI Homecoming Parade and other outreach opportunities
- Create and update support materials for T2T volunteer recruitment
- Oversee volunteer recruitment campaigns including media coverage, press releases, marketing materials and contribute to social media/planning regarding volunteers
- Lead preparations for Volunteer Appreciation Dinner
- Maintain and update volunteer information on the Table to Table Website.

Work Environment:

- In general, works in an office environment.
- May require providing back-up and/or additional help for volunteers as needed.
- May need to drive vehicles to pick-up or deliver donations
- Moderate physical demands, regularly lifts 20-40 lbs
- Must be able to work under stress of meeting deadlines and changing priorities
- Able to manipulate normal office machines and technology For example; able to operate computer and computer systems, office copiers, fax, phones