



Volunteer Coordinator – Meal Service (Part-time)

Under the direction of the Director of Community Engagement, selected candidate will be responsible for scheduling and supervising all volunteers participating in serving or preparing meals at the Coalition for the Homeless. The Coordinator will be the main point of contact and will ensure volunteers have a meaningful experience while serving the organization.

This position has several main areas of responsibility, and will support all areas of community engagement as needed. Duties within the area of Coordination of Volunteers include: recruiting, training and scheduling all individual volunteers and groups who are interested in assisting with meal service. Maintain volunteer calendar for all facilities and provide volunteers with training, as needed. Greet volunteers upon arrival, assist with sign-in process and follow-up with volunteers after first visit. Duties in the area of Donations Management include: collecting monetary donations received during the meal period. Donations must be properly recorded and immediately sent to the Development Department for processing. All in-kind donations must also be properly logged.

Duties in the area of Volunteer Reporting include: This position will be responsible for identifying and tracking volunteer hours. Must also assist with setting up new volunteer management software. Additional duties include: Maintaining bulletin boards with current information for volunteers, helping generate social media material by taking photos of volunteers in action and by identifying exceptional volunteers to feature in newsletters. This position may be asked to support large events throughout the year.

Candidate must possess: prior experience working with volunteers; excellent organizational skills; strong oral communication skills; be very detail-oriented; experience supervising small groups performing simple tasks; and proficient computer skills (Word, Excel, Power Point). He/she must have the ability to represent the Coalition well and be comfortable speaking in front of groups. A pleasant and outgoing nature, good judgment, and solid decision-making, and ability to stand for extended periods of time are also required. Position works Monday-Friday 3pm-8pm.