

San Antonio Food Bank

Position Title: *Volunteer Coordinator*
Accountable to: *Community Investments Manager*



General Description: The primary objectives of this position are to procure in-kind donations of labor, food, time, money, voice and establish strong relationships with the volunteer organizations and individuals. This position recruits, coordinates, acquires, and schedules volunteers to support San Antonio Food Bank (SAFB) programs and events. Promotes the SAFB mission of fighting hunger, feeding hope and works to maximize the impact of the message of “Food, Time, Money, & Voice.”

Responsibilities:

- Coordinate all aspects of volunteering: recruiting, scheduling, communication, follow-ups, & presentations including but not limited to development, implementation, and logistical coordination of activities and recruitment of new supporters of the SAFB.
- Maintain a volunteer database and tracks all volunteer hours by category monthly.
- Responsible for an ongoing program to acknowledge and recognize volunteers through thank you letters and other appropriate means, including volunteer appreciation events.
- Develop and maintain a “Plan of Action” for volunteers, including both short and long-range goals and objectives.
- Pursue, develop and maintain relationships with the community, corporations, schools, clubs, organizations, etc...in any capacity for the purpose of volunteering food, time, money, and voice.
- To identify potential sources of support including the development and maintaining of a viable prospect lists for volunteers.
- Responsible for data entry of volunteer data, food drive data, donor information, and other programs & applications.
- Coordinate with manager and co-workers on all corporate and organizational communications to ensure maximization of Food, Time, Money and Voice message.
- Help develop and maintain policies and procedures relating to volunteer activities.
- To prepare regular written status reports on volunteer activities each week.
- Promote SAFB and volunteerism in giving presentations and by attending charity fairs, school functions, corporate events, etc...
- Act as liaison between the company and volunteers
- Mediate problems that may arise so that there is always a positive volunteer experience
- To comply with and abide by all personnel policies
- Accept additional duties as assigned.

Qualifications:

- College degree in relevant field or equivalent work experience.
- Excellent written and verbal communication skills.
- Skilled in computer applications i.e. MS Suite and database management.
- Good judgment and discretion.
- Ability to work independently with minimum supervision.
- Ability to organize work, time, and self and possess exceptional organizational skills
- Orientation to detail, accuracy, and the meeting of deadlines.
- Ability to work cooperatively with SAFB staff and volunteers.
- Portray a professional demeanor under a variety of conditions.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.