



## Volunteer Coordinator – Operations Job Description

Location: Irvine, CA

Reports To: Director of Operations

Status: Full-time (Days of Week TBD), \$24.92 Non-Exempt (Hourly)

Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 11 Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

**\*Second Harvest Food Bank requires all new hires to be fully vaccinated for COVID-19.** This policy complies with all applicable laws. If any questions regarding this policy, please inquire.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

### **About Second Harvest Food Bank of Orange County**

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help

### **POSITION DESCRIPTION:**

The main function of a Volunteer Coordinator is to enhance the onsite volunteer experience. Maintain a positive relationship with volunteers through daily operations projects which include food sorting, receiving, order-building, and auditing of orders. The Volunteer Coordinator will help evaluate and move product, maintain a safe and organized distribution center, and ensure a positive experience for volunteers. Volunteers are utilized for product evaluation, and the Volunteer Coordinator is responsible for training and directing the projects.

### **ESSENTIAL JOB FUNCTIONS:**

- Ensure food safety standards as determined by AIB and Feeding America
- Responsible for product movement and help keep accurate inventory
- Assist with volunteer orientations
- Lead or support volunteer projects in distribution center
- Use of dollies, pallet jacks, forklifts, and other tools to move product in a safe manner
- Works quickly and efficiently within safety guidelines
- Must be able to read, understand, and work off written documentation
- Recruit, schedule, and oversee volunteers for all volunteer programs (Distribution Center, Farm, Events)
- Coordinate volunteer related logistics for special events off site and onsite
- Facilitate monthly communication to volunteers through Volunteer Hub platform
- Other duties as required



CORE COMPETENCY SKILLS REQUIRED:

- Technical competency
- Most duties are mechanical and can be repetitive
- Fundamental written and verbal communication skills
- Ability to work harmoniously with a diverse workforce
- Project/program coordination skills with the ability to work under pressure, balance competing priorities, consistently meet deadlines, multi-task, adaptability
- Commitment to living out the Food Bank's core values of **Compassion, Integrity, Stewardship, Service Excellence and Diversity**

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to stand, reach, use hands
- Regularly required to lift and carry up to 50 lbs.
- Regularly required to move, push, or pull up to 2,000 lbs. with the help of pallet jacks, forklifts, or related equipment
- Occasionally required to stoop, kneel, crouch
- Occasional exposure to cleaning agents and simple tools
- Indoor warehouse environment with moderate to loud noise
- Frequent exposure to cooler and freezer storage units

REQUIREMENTS:

- Customer service experience
- Excellent communication skills.
- Forklift certification preferred but not required

*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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I hereby acknowledge that I have read and understand the content of this job description. I understand that the job description may be revised from time to time in the future by the Organization in its discretion. I understand and agree that nothing in this job description should be construed as a contract of employment, and that employment with this Organization is at-will meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.

*Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer*