



# Volunteer Coordinator

Posting Date: 5/15/2018

## Position Overview

Help serve Bemidji area families who are experiencing food insecurity by training, coordinating, and supervising the volunteers who perform direct service and recruiting new volunteers from the community. Encourage retention through ongoing support and recognition.

## Part-time

15 hrs/ wk for 52 weeks

M, W, and F, from 9 a.m. to 2:30 p.m.

\$14/hr (\$10,920/year with IRA)

## Reports To

The Executive Director

## Responsibilities and Duties (May not be complete; subject to change)

**Daily:** Greet volunteers; orient new volunteers, make sure volunteer paperwork is completed, (or entered into computer), assist volunteers with new volunteer management program; check break room and tidy if needed; make coffee; solve technical problems for interviewers; meet in morning and afternoon with shifts; check in with volunteers throughout the day; keep volunteers productive; making sure emergency boxes are packed; track community service hours for volunteers and fax as needed; work with cooks to identify appropriate recipes

**Weekly:** Track volunteer hours; items for social media, update Volunteer Bemidji website; Facebook and website volunteer recruiting; assist with scheduling for interviewers; schedule gleaners and warehouse personnel; fill in for interviewers as needed. Coordinate and supervise after-hours volunteer groups (infrequent).

**Monthly:** Volunteer items for the newsletter; Volunteer of the Month; track volunteer hours; assist with NAPS training and interviewer training.

**Annually:** Volunteer report for annual meeting; help Director revise volunteer documents; help Director report volunteer #s and hours to partner churches; recruiting events; recruit for Harvest Ball; help Director coordinate Volunteer Open House (quarterly).

### **Qualifications and Skills**

- Comfortable with computers including data entry, Microsoft Office Suite, social media,
- Customer service experience
- Supervisory experience
- Public speaking and presentation
- Comfortable with diverse populations
- Detail oriented and organized, able to prioritize
- Flexibility in moving from task to task

### **Location**

Bemidji Community Food Shelf  
1260 Exchange Ave S  
Bemidji, MN 56601

**Contact:** Mary Mitchell, 218-444-6580 or [bcfs@paulbunyan.net](mailto:bcfs@paulbunyan.net)

*This organization is an equal opportunity provider and employer*