



UTAH FOOD BANK

JOB DESCRIPTION

Position Title: Part Time Volunteer Project Coordinator
Supervised by: Volunteer Manager
Responsible to: Work directly with volunteers on projects; provide customer service for all volunteers serving Utah Food Bank
Mon – Thurs, 5:00 pm to 9:30 pm; Sat, 8:00 am to 2:00 pm

DUTIES:

1. Work directly setting up, running and completing various food sorting/packaging projects at UFB
2. Work with Volunteer staff to prepare for, run and complete scheduled and unexpected projects and paperwork, report daily on completion of projects and complete reports as required
3. Help all volunteers with questions and direction and ensure volunteers have a positive experience
4. Ensure projects are completed in timely manner and maintain various inventory controls
5. Ensure general maintenance and safety of volunteer area; clean, ensure supplies are stocked and ready
6. Actively collaborate with all UFB departments to troubleshoot volunteer project issues as well as collaborate on operations as needed
7. Welcome, thank and assist people who are making donations – both food and financial
8. Work to resolve issues or problems with volunteers or groups – communicate with Volunteer Manager regarding serious issues that require attention
9. Schedule, coordinate and supervise groups, individuals and court-ordered volunteers
10. As needed, open and close building secure grounds, and turn off/set alarm.
11. As needed, assist with events (Volunteer luncheon, food drives, fund raising events, etc.)
12. Other duties as assigned

QUALIFICATIONS:

- Excellent communication, organization, and speaking skills
- Proven track record of working both independently and in a team based environment
- High energy level
- **3 years+** of direct experience in a warehouse operation and/or volunteer setting.
- Computer experience with Windows, word processing, spreadsheet and database programs
- Exhibit strong ability in planning ahead, project oversight and follow through
- Excellent leadership, interpersonal, problem solving and teamwork skills
- High standards of professional ethics and conduct
- Ability to interact successfully with individuals and groups from a wide variety of backgrounds and cultures
- Commitment to Utah Food Bank's mission of Fighting Hunger Statewide

PHYSICAL REQUIREMENTS: Work involves moderate risks or discomforts requiring special safety precautions, e.g., working around moving parts, carts, or machines and operating a forklift and powered and manual pallet jacks. Position requires extended hours standing and requires regular physical activity. Lifting requirements are up to 50 lbs. on a regular basis. Employees may be required to use personal protective equipment such as masks, goggles, and gloves when working with food. During peak seasons, all UFB staff may be asked to assist with receiving donations, picking up donations or other customer service work outside the normal scope of duties.