



## **Position Title**

Volunteer Coordinator, ExtraFood.org

## **Organization**

40% of all food is wasted in the U.S. And, food waste creates an enormous environmental problem: if global food waste were a country, it would rank 3<sup>rd</sup> in greenhouse gas emissions after the U.S and China. Yet 49,000 people in Marin County, California, worry about where their next meal will come from.

ExtraFood's mission is to help end hunger and wasted food in Marin. Our first step is our county-wide food recovery program: we rescue excess fresh food from Marin's businesses and schools and immediately deliver the food to safety net partners – such as senior housing centers, homeless shelters & after-school programs – serving Marin's most vulnerable children, adults and families.

In 5 years, ExtraFood's staff and volunteers have organized, rescued, and delivered 2,600,000 pounds of food from 225 donors to 121 sites throughout the county. ExtraFood, winner of the 2017 Heart of Marin Achievement in Nonprofit Excellence Award, reaches more than 8,000 people every month with healthy, fresh food.

For more information: <http://extrafood.org>

## **Position Summary**

The Volunteer Coordinator is primarily responsible for recruitment, training, engagement and retention of ExtraFood's volunteers, promoting high utilization, organization efficiency and volunteer fulfillment. In this role, the Volunteer Coordinator supports the Manager of Food Recovery Operations' overall management of the volunteer program. This is a full-time, onsite, non-exempt position.

## **Primary Responsibilities**

### **Recruitment**

- Define, develop, and implement effective strategies to recruit the right volunteers with the right skills.
- Identify best venues for recruitment, including advertisements on social media, newspapers, and participation in special events or volunteer fairs.
- Conduct interviews with potential volunteers to ensure the best match between the skills, qualifications, and interests of the volunteers and the needs of the organization.

### **Training**

- Communicate, coordinate and schedule orientations and trainings.
- Lead trainings to increase understanding of ExtraFood's clients, services, roles and responsibilities as they relate to the volunteer team.
- Collect and manage all volunteer paperwork and databases, and ensure volunteers understand ExtraFood's record-keeping process and procedures.
- Be available to perform or accompany a volunteer on an occasional food trip.

## **Engagement**

- Plan and implement volunteer recognition activities to highlight the contribution of volunteers to the organization and their impact in the community.
- Coordinate seasonal volunteer events and engagement programs.
- In coordination with Food Recovery Operations Manager, help craft and curate content for volunteer newsletter.

## **Retention**

- Interview volunteers after onboarding to review volunteer experience and report any issues or concerns.
- Synthesize and provide feedback from volunteers to key personnel in the organization.
- Conduct ongoing evaluation of volunteer program and suggest improvements to management.

## **Qualifications**

The Volunteer Coordinator's required skills/experience must include the ability to conceptualize, organize, articulate and operationalize ideas while working effectively in a fast-paced, dynamic and collaborative environment. Required skills/experience include:

- Passionate about our mission
- 1-3 years experience managing multiple projects in a service-oriented industry
- Excellent interpersonal skills and professional manner
- Highly organized and skilled in data management
- Facile with Mac-based and mobile software
- Available to attend an occasional weekend or evening event
- Able to lift and maneuver up to 25 lbs. safely
- Valid California driver's license and car registration
- Required car insurance coverage
- Fluent in English
- 2 professional references

Preferred skills/experience include:

- Volunteer management experience
- CRM/Database experience
- Volunteering experience

## **Compensation**

- Competitive and commensurate with experience
- Health insurance
- Vacation and sick leave
- 401(k) plan
- The feeling of making a big difference in our community every day

**Email cover letter summarizing interest in position and experience, plus resumé, to:**

Sophia Balestreri, Manager of Food Recovery Operations, [Sophia@ExtraFood.org](mailto:Sophia@ExtraFood.org)