



# RIVER BEND FOODBANK

**Job Title:** Volunteer Coordinator  
**Status:** Hourly/Non-Exempt  
**Department:** Programs  
**Reports to:** Director of Programs  
**Date:** August 2020

## **SUMMARY**

This position assists the Volunteer Manager to ensure adequate staffing of qualified volunteers for the River Bend Foodbank (RFBF) to fulfill its mission, performing a variety of administrative and supervisory duties, including but not limited to, recruitment, training, scheduling and coordination.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Collaborates with the Volunteer Manager to determine volunteer opportunities and scheduling needs.

Assists the Volunteer Manager in screening and processing volunteers in accordance with RFBF's requirements, including phone calls and background checks.

Coordinates with the Volunteer Manager in conducting volunteer orientation and training, giving facility tours and information about the Foodbank.

Coordinates with the Volunteer Manager to share responsibilities for leading volunteer groups, giving direction, providing encouragement and answering questions.

Enters information and assists the Volunteer Manager in maintaining an updated and accurate volunteer database.

Coordinates with the Volunteer Manager to visit onsite volunteer locations to inspect activities, provide materials or assistance, resolve issues and ensure compliance with RFBF's volunteer standards.

Operates a forklift to move food product for accomplishing volunteer opportunities.

Cultivates positive relations with agencies, guests, staff, volunteers, donors and other members of the public.

## **QUALIFICATIONS**

- High school or equivalency degree, with at least 4 years of professional work experience with progressive responsibilities, or equivalent combination of education and experience.
- Previous supervisory experience preferred.
- Forklift operation certification or the willingness and ability to become certified upon employment.
- Excellent communication and interpersonal skills, with the ability to effectively present information in a group setting and one-on-one.
- Strong organizational skills with the ability to effectively multi-task.

- Ability to prioritize tasks and meet deadlines.
- Ability to work well independently in a team environment.
- Proficiency in Microsoft Office, including Excel, Outlook and Word.
- Accurate typing and data entry skills.
- Willingness to support the mission of the organization and to help end hunger in our area.
- Ability to regularly work flexible hours for events and activities, as needed, including occasional weeknights and at least one Saturday per month to lead volunteer groups.
- Ability to occasionally travel to various volunteer sites throughout RFBF's service area.
- Possession of a valid driver's license and insurable driving record.
- Ability to successfully complete a pre-employment criminal background investigation and drug test.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel, and speak and hear. The employee is frequently required to stand or sit, walk, and reach with hands and arms. The employee is frequently required to bend, stoop, kneel, or crouch when moving food boxes. The employee must regularly lift, carry and/or move up to 10 pounds, and frequently up to 40 pounds of food product.

Specific vision abilities required by this job include the ability to regularly read from a computer or electronic device, and to occasionally operate a motor vehicle for work-related travel.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.*

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions during work-related travel. The noise level in the work environment is usually moderate.

**EMPLOYEE ACKNOWLEDGMENT**

I have read this job description and fully understand the information. I accept the requirements of the position and will perform all duties and responsibilities to the best of my ability.

I understand that this Job Description does not create a contract of employment and the River Bend Foodbank can modify any or all of the terms and conditions listed in this Job Description at any time. I acknowledge that my employment is at-will and that my employment can be terminated at any time, with or without notice and for any lawful reason or no reason. No employee of the River Bend Foodbank has the authority to alter the at-will status of my employment except as expressly authorized by the President & CEO.

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**Employee Signature**

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**Date**



River Bend Foodbank is an Equal Opportunity Employer

**INSTRUCTIONS: Please Print Clearly. Complete the entire application and sign.**

**Applicant Information**

Name (First MI Last)	
Address (Street, City, State, Zip Code)	Mobile Telephone ( )
Email Address:	Home Telephone ( )

Are you legally authorized to work in the U.S.?  Yes  No

Are you at least 18-years old?  Yes  No  
 (If No, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.)

How were you referred to RBFB?  Website/Social media: \_\_\_\_\_  Agency  School  
 RBFB employee/volunteer: \_\_\_\_\_  Other: \_\_\_\_\_

Have you ever applied with RBFB before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when? For what position?	Have you ever worked with RBFB before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when? What was your position?
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Position Applying For	Part-Time or Full-Time Desired	Salary Preference	Shift Preference
Title:	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	\$	

When can you start? (Please specify date)

Please describe any computer skills, software knowledge and office equipment experience:

Please describe any experience using manufacturing machines, forklifts and equipment:

**Education**

School Name	Location (City & State)	Number of Years Attended	Major	Diploma or Degree Received?
High School		N/A	N/A	(Diploma or GED accepted) <input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:
Other:				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:

**Training Courses**

List any relevant training programs completed.

Course/Seminar	Organization Sponsoring	Content	Date(s) Attended

**Relevant Skills**

Provide years of experience in any or all of the skills, below.

Warehouse	Administration	Customer Service	Volunteer Experience
Forklift Certified	Microsoft Office Suite	Retail	Food Bank
Order Picking	Filing	Wholesale	Community
Pallet Jack	Scheduling	Sales	Social Services
Deliveries	Multi-Line Phone	Food Handling	Other

**Employment History (Start with most recent and include last 10 years only. Use separate sheet, if necessary.)**

Name of Employer:	Telephone ( )
Address:	
Job Title:	Employment Dates (Month/Year)
Immediate Supervisor:	From: To:
Duties:	
Reason for Leaving:	
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Employer:	Telephone ( )
Address:	
Job Title:	Employment Dates (Month/Year)
Immediate Supervisor:	From: To:
Duties:	
Reason for Leaving:	

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Address:			
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Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			
Name of Employer:		Telephone (    )	
Address:			
Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			
<b>Employment References</b>			
List three (3) individuals familiar with your job qualifications. Please do not include relatives or personal friends.			
Name:		Telephone (    )	
		Email Address:	
Working relationship:		How long known?	
Name:		Telephone (    )	
		Email Address:	
Working relationship:		How long known?	
Name:		Telephone (    )	
		Email Address:	
Working relationship:		How long known?	

**[Please Continue to the Next Page]**

**I understand and agree to the following:**

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent termination if I am hired.
2. I authorize River Bend Foodbank to investigate my responses on this application to contact my former employers and any individuals named on this application for the purpose of verifying the truth and accuracy of the information provided and my qualifications for employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, I may be subject to additional pre-employment screening, including a background investigation (i.e., criminal record, driving record and credit check, as applicable), a physical examination and drug screening test. [NOTE: Selected candidates will be notified of the pre-employment requirements for their position and consents will be obtained prior to conducting any pre-employment screening.]
4. Regardless of whether or not I become employed by River Bend Foodbank, I recognize this application is not and should not be considered a contract of employment. I understand that employment with the River Bend Foodbank is at-will, meaning I may choose to end my employment for any reason or no reason at any time. Likewise, River Bend Foodbank may choose to end my employment at any time, with or without notice, and for any lawful reason or no reason. At-will employment may not be changed without a written employment contract, signed by the President. I understand that no employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than the President, and then only by means of a signed, written document.

Signed by \_\_\_\_\_ Date \_\_\_\_\_

***Thank you for your interest in River Bend Foodbank!***

