



## Volunteer Food and Fun Coordinator Job Profile

**Department:** Volunteer Engagement

**FLSA Status:** Non-Exempt

**Job Status:** Full-Time

### **Position Summary:**

The Volunteer Food and Fun Coordinator is the first point of contact for potential volunteers and supports the Director of Volunteer Engagement. Additionally, they coordinate volunteers in certain roles at the House.

### **Key Responsibilities**

- Responds to initial volunteer inquiries.
- Replies to all applications as they are submitted.
- Ensures volunteer onboarding processes are performed properly per RMH policies and procedures.
- Coordinates volunteers for Activity Hour, Bake Shop, and "Love Served Daily" meal program, including sending reminders to the volunteers and communicating with the RMH Team the names of volunteer groups, menus, and openings on the calendar.
- Assists with scheduling and conducting orientations and interviews.
- Maintain all volunteer documentation in volunteer management database.
- Implements and maintains system for recording volunteer hours.
- Assists with volunteer recognition/celebration activities (awards, gifts, etc.), including coordination of annual volunteer appreciation party.
- Responsible for developing and nurturing relationships with volunteers.
- Assists with bi-monthly volunteer info sessions and event volunteer orientations.
- Promote community awareness of the mission and objectives of the House.
- Assists with organizing volunteers for fundraising events- Red Shoe Shuffle, Hamburgala and Golf Tournament.
- Helps with holiday happenings and other House needs requiring volunteer support.

### **Reporting Relationships**

- **Reports to:** Director of Volunteer Engagement



- **Total Reporting to this position: 0**

**Position Qualifications**

- **Required Education and Experience:**
  - A bachelor’s degree in social sciences, human services, communications or related; OR
  - Experience in this or related field; or any similar combination of education and experience.
- **Skills/Abilities:**
  - Knowledge and experience with principles and practices of social services and non-profit organizations.
  - Ability to organize and manage multiple priorities.
  - Well-developed interpersonal, written, and communication skills.
  - A talent for motivating and empowering volunteers.
  - Proficiency with Microsoft Office, primarily Excel and Word.
  - Ability to thrive in a fast-paced environment.
  - Ability to work both independently and in cross-functional teams and solve problems creatively.
  - Adaptability, flexibility, and ability to see change as an opportunity rather than an obstacle.
  - Demonstrated commitment to diversity.

**Environment and Working Conditions**

Office environment, evening and weekend work sometimes required.

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Approvals:**

**Signature:** \_\_\_\_\_  
Supervisor/Manager Date

**Signature:** \_\_\_\_\_  
President/CEO Date

**Signature:** \_\_\_\_\_  
Human Resources Date



**Employee Acknowledgement:**

**Signature:** \_\_\_\_\_  
Employee Date

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.