

Position Title: Volunteer Coordinator (Full-time)
FLSA Status: Non-Exempt
Reports to: Volunteer Manager
Last Updated: March 2025
Salary Range: \$20-\$25/hour



Our mission is to alleviate hunger in Southeast Nebraska.

Our **Core Values** are:

Collaboration • Compassion • Diversity • Education • Responsibility

Position Summary: Our mission is to alleviate hunger in Southeast Nebraska. We will take steps to nourish our communities and find hunger solutions driven by our Core Values and the belief that all perspectives have value, and every person deserves respect, dignity, and compassion. We will act in ways that welcome diverse experiences and opinions. We will seek equity for all, and especially for groups disproportionately affected by food insecurity and systemic causes of poverty.

The Volunteer Coordinator will provide oversight to volunteers who are working in the Hunger Solutions Center. This is a full-time position that will occasionally include some evening and weekend work. This person will train and support volunteers in activities that impact the safety, equity, and dignity of the Food Bank's service, including donation sorting, grocery bag packing, produce processing, cleaning, and administrative tasks.

Essential Job Functions:

- Oversee volunteer activity in the Distribution Center
- Train volunteers in donation sorting, grocery bagging, and produce handling
- Collaborate with Operations staff to identify new projects and prioritize existing projects
- Support the Food Bank's Food Safety Program and AIB documentation
- Conduct USDA civil rights and food safety training for individuals volunteering in the Distribution Center
- Operate Food Bank Distribution Center equipment in a safe manner
- Prepare the Volunteer work areas for current and upcoming activity
- Travel occasionally to off-site distribution sites
- Support Food Bank inventory practices
- Assist with administrative tasks, including assistance with organizing, documenting, and tracking volunteer applications, waivers and hours
- Contribute to volunteer recognition
- Complete CPR/First Aid certifications and Food Handler Permit requirements
- Other duties as assigned

Preferred Talents:

- Ability to provide excellent customer service and hospitality via active listening and communication
- Establish and maintain positive, respectful relationships with volunteers
- Ability to work autonomously and remain self-motivated
- Ability to effectively collaborate with various departments and volunteer groups
- Ability to work with diverse constituencies making sure all volunteers are included

Qualifications:

- A high school diploma or GED with two years of job-related experience involving hospitality, food safety, or a distribution center environment
- Available for occasional evening and weekend work
- Valid Nebraska driver's license and be insurable
- Must be proficient with Microsoft Office products (Outlook, Word, Excel)

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 accommodation 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 stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch, crawl, and talk or hear. The employee must regularly lift and/or move up to 50 pounds.

Working Environment: While performing the duties of this job, the employee is frequently exposed to inside and outside weather conditions. The noise level in the work environment is consistent with a normal office environment.

Employee Acknowledgment

I acknowledge that I have received, read, and understand the duties and expectations for the job listed above. I agree to perform the duties outlined and to comply with all standards established in the performance of this job.