

Volunteer Coordinator

The Palm Beach County Food Bank (PBCFB) is currently seeking a Volunteer Coordinator. The selected candidate will manage all facets of the volunteer program and has a passion and interest in Hunger Relief. The Volunteer Coordinator is responsible for involving and engaging the community to support the PBCFB as well as supports all programs and special projects.

Responsibilities and Duties

Manage, grow and promote a wide range of volunteer opportunities within the organization
Recruit individual volunteers and volunteer groups in conjunction with the needs of daily operations and departments
Conduct and arrange volunteer orientations to educate volunteers about PBCFB and provide training to abide by all safety and project protocols
Ensure volunteers are staffed to support the various areas of food distribution operations, special events, development and any educational or outreach opportunity
Manage volunteer policies, procedures and standards of service
Assess visitor/volunteer feedback
Organize and participate in volunteer recognition programs and special events
Host and attend recruiting events within community to attract candidates
Responsible for delivering an outstanding volunteer experience & manage relationships with individual volunteers and group leaders
Maintain all documentation for volunteer groups and individual volunteer hours of service
Evaluate all aspects of volunteer programs to ensure effectiveness and recommend/implement changes as appropriate.
Provide volunteer coordination efforts as needed for all programs
Support development staff with data entry, planning, and execution of special events, social media and website
Participate in special events as needed
Other duties as assigned

Basic Qualifications

Bachelor's Degree or equivalent experience.
Minimum: 1-2 years experience in related field; Knowledge of Food Bank procedures preferred; development experience preferred
Outstanding analytical and organizational skills
Excellent verbal and written communication skills, including interpersonal communication and public speaking
Ability to work well with a diverse group of staff and volunteers
Ability to work productively with frequent interruptions
Proficient with MS word, Excel, PowerPoint

Experience in eMarketing platforms and CRM databases
Knowledge of health and human service programs
Valid Florida driver's license and clean driving record
Flexible, patient and easily adapt to change

Physical Requirements

With or without reasonable accommodation, employees in this position must be able to drive regularly, stand, walk, talk and hear. The employee frequently is required to sit and noise level in the work environment is usually moderate.

The Palm Beach County Food Bank is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status.

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