



JOB POSTING

Job Title:	Volunteer Program Specialist
Department:	Development
Classification:	Part-Time, Non-Exempt, Flexible Schedule
Supervisor:	Volunteer Programs Manager
Location:	Meridian, Idaho
Apply:	https://idahofoodbank.org/about/employment/

Do you want to do something critically important to fulfilling The Idaho Foodbank's mission to provide free food assistance to help hungry Idaho children, families, and seniors? It is through the donated time and efforts of thousands of volunteers assisting in our warehouses, community food drives and events that the Foodbank is able to cost-effectively receive and redistribute millions of pounds of perishable and non-perishable food every year. Providing fulfilling volunteer experiences strengthens relationships and provides opportunities to share our mission, and deepen the connection to The Idaho Foodbank.

Job summary:

The Idaho Foodbank Volunteer Program Specialist facilitates individual, group and corporate involvement in the Foodbank's mission through networking, activities and other communication channels. The Volunteer Program Specialist is responsible for the implementation and tracking of food drives and for the positive experience of volunteers for the Southwest Idaho Regional facility in Meridian.

Hours: Tuesday – Saturday; Flexible Schedule, some evenings

Duties and Responsibilities:

Volunteer Coordination

- Develop strong relationships within the community to foster a positive image that leads companies and individuals to make The Idaho Foodbank the volunteer organization of choice.
- Assess volunteer skills, interests, availability and reliability for best assignment.
- Utilization of the Volunteer Hub database.
- Checks-in, orients, trains, supervises, and checks-out all volunteers/volunteer groups and prepares them to perform their duties in accordance with The Idaho Foodbank's policies and procedures.
- Perform inventory and verification of bins and product, as needed.
- Schedule and supervise after-hours or off-site volunteer work groups as needed.
- Support events via logistics, volunteer recruitment, and staffing assignments.
- Recruit and train team leads.
- Update and maintain court-mandated community service program.
- Other duties as assigned.

Food Drives

- Recruit and coordinate volunteers to assist with Foodbank food drives and special events.
- Develop strong relationships within the community to foster a positive image that leads organizations and individuals to create, conduct and promote food drives to benefit The Idaho Foodbank.
- Help community food drive coordinators set goals; promote their events; track donations; receive and return food drive barrels; coordinate with Foodbank staff.
- Work at food drive events, interacting with and educating the public about The Idaho Foodbank programs and services.
- Other duties as assigned.

Skills and Knowledge

- Event planning, logistics, coordination, and implementation experience a plus.
- Customer service, communication skills.
- Demonstrated ability to accurately manage multiple projects while meeting deadlines.
- Strong organizational and time-management skills a must.
- Self-starter and willing team player.

- Volunteer management or supervisory experience preferred.
- Comfortable working alongside various personalities, ages, and ethnicities.
- Comfortable meeting and speaking with the public.
- Flexibility and patience a plus.

Education and Qualifications

- Bachelor's degree or 3 years related experience a plus.
- Strong computer skills with knowledge of Microsoft Office applications, especially Word, Excel and Outlook.
- Experience in developing creative volunteer or participant recruiting strategies a plus.
- Experience with customer/donor database management and/or Raiser's Edge a plus.
- Valid Idaho driver's license and access to an automobile with current liability insurance required.

Safety and Compliance

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, and report all safety issues, incidents or accidents immediately.
- Monitors and complies with cleaning schedule.
- Manage repack activities in such a manner as to not create a risk to food safety, whether through product contamination, cross contact, inaccurate labeling or temperature deviations. Ensure all volunteers are wearing the proper Personal Protective Equipment for the repack activity being conducted and adhere to all GMPs for food safety.
- Safely operates all warehouse equipment including forklift, pallet jacks, and lifting equipment.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Working Conditions

Work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Current COVID Safety Protocols

The wearing of masks is optional at The Idaho Foodbank. We have chosen to let employees, volunteers and visitors make the best decision for themselves. Our partners and neighbors are counting on us and we need to be here to serve them, which means preserving our health is important. We are not limiting group sizes in our facilities or at events, but encourage any employees involved to use their personal judgement regarding any safety protection given the environment where the group will be gathering.

We ask that employees respect those who choose to wear masks. We ask that any employee that is asked to wear a mask when in close contact with another employee, partner or visitor that we honor that request. When working offsite, we ask our employees and volunteers to follow that location's COVID safety protocols. We may implement additional safety requirements, at our discretion, at any time.

THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER.