



Volunteer Coordinator

The Volunteer Coordinator is responsible for recruiting, motivating and stewarding volunteers. Reports to the Director of Community Engagement.

Responsibilities

- Recruit and motivate a diverse community of valuable volunteers to support and expand the work of CFB. This includes extensive telephone and personal contact with individuals, community organizations and companies.
- Schedule volunteers to meet the needs of Connecticut Food Bank including time, space and special project accommodations.
- Work with all departments as needed to identify need and recruit necessary volunteer support and allow for program measurement on a frequent basis.
- Facilitate the orientation of volunteers to Connecticut Food Bank and act as the liaison to volunteer training in various departments as appropriate for projects including salvage sorting, mailings, data entry, special events and other opportunities including weekend projects.
- Develop key community partnerships with organizations throughout the state to engage diverse membership in skills based and group volunteerism.
- Coordinate a robust training program for volunteers to assist in fundraising, public speaking and hunger education.
- Maximize volunteer database and CRM tools to provide ongoing administration of the volunteer program.
- Represent Connecticut Food Bank as a polished spokesperson during promotional, media and educational events
- Develop and maintain an online resource for CFB volunteers including upcoming events, trainings and special projects and promotions.
- Work with the marketing and communications team to promote and recruit for volunteer opportunities.
- Other duties as assigned.

Qualifications/ Requirements

Must be able to contribute to a positive work environment with a commitment to social justice. Bachelor's Degree and a minimum of 3 years volunteer coordination experience. Demonstrated success working with organizations and community groups. Strong computer skills including proficiency in Microsoft Office Suite. Experience recording, measuring and maintaining volunteer statistics. Excellent verbal and written communication skills.

Send cover letter with salary requirements and resume to:

**hr@ctfoodbank.org
203-469-4871 (fax)**