

Volunteer Coordinator (Sacramento)

South Sacramento Interfaith Partnership (SSIP) Food Closet

Compensation: **\$22 and up, depending on experience**

Employment type: **Full Time, Non-exempt, At will**

Job title: **Volunteer Coordinator**

About us: SSIP is a non-profit organization that has been in operation at 5625 24th Street (corner of Fruitridge Road and 24th Street) for 55 years. We distribute emergency food to anyone in need from 9 A.M. to 11:30 A.M. Monday through Friday. Currently we serve about 300 families, on average, every day. We pick up donated food from our partner grocery stores 7 days a week. We have 4 employees and over 100 volunteers. Our mission is possible through the support of partner churches and hundreds of individual donors.

The Volunteer Coordinator position is primarily responsible for coordinating volunteer activities and overseeing the client intake and data tracking program. This position reports to the Food Closet Director.

Experience using computer spreadsheet and database software is necessary. Candidates should be detail-oriented and willing to take initiative and follow through on commitments. Must pass pre-employment basic background check, possess a valid driver's license, and complete a California Food Handlers Certificate within 30 days after employment. Benefits include paid holidays, vacation, and sick leave; working with a congenial staff and dozens of interesting volunteers from all walks of life; and the satisfaction of knowing you are helping those in need.

Application deadline is April 19, 2024. To apply, please email a resume and cover letter to info@SSIPFoodCloset.org. For additional information, visit www.SSIPFoodCloset.org or call 916-428-5290 and ask for Simon Yeh.

Job Description - The job duties include, but are not limited to, the following:

1. Volunteer Coordination
 - a. Recruit, Train, Orient and Schedule volunteers
 - b. Working with the Food Closet Director, develop and manage a volunteer database of contact information, hours worked, records of training and compliance with external requirements.
 - c. Working with the Food Closet Director, develop a volunteer recruitment - retention plan and assess volunteer program needs,
 - d. Oversee and support volunteers during their shifts,
 - e. Identify and evaluate volunteer strengths and skills to help determine most effective assignments.
 - f. Recruit and coordinate volunteers for special events, including "Full Plates, Full Hearts" fundraiser.

- g. Coordinate annual volunteer appreciation event.
2. Client Database (Oasis) Coordination
 - a. Oversees the daily client check-in process, serving as resident expert on the online client registration system (Oasis).
 - b. Leads intake volunteers, providing training and conducting meetings to reinforce best practices
 - c. Maintains client records in Oasis: entering new client records, updating existing records, and generating food distribution reports. Submits End of Month client reports to the Sacramento Food Bank and Family Services, and ad-hoc reports and data analytics to SSIP's Operations Committee upon request.
 - d. Maintains various Excel spreadsheets/databases for the organization, along with reference guides, and policies and procedures.

Qualifications:

Education & Experience: An Associate degree or higher from an accredited college or university. At least one year experience with spreadsheet and database software required, Microsoft Office-based software preferred. Previous volunteer coordinating, recruiting and training experience is desirable.

Skills and Abilities:

- Strong people skills, interacting well with volunteers and building good rapport.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Organized with attention to details.
- Demonstrates patience in working with non-English speaking clients.
- Demonstrated ability to apply "common sense" and patience in resolving inter-personal and job-related issues that may arise.
- Multi-lingual is a plus (Spanish, Chinese, or other languages.)
- Familiarity with Gmail and Google suites are a plus

Work Environment:

The noise level in the work environment is usually noisy. Some areas are crowded, with people moving and carrying food boxes at a fast pace.

Physical Requirements:

The employee must occasionally lift and/or move up to 30 pounds. This position requires the employee to sit, stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

Compensation and Benefits:

This is a full-time, at will, non-exempt position of 40 hours per week. Pay starts at \$22 and up, depending on experience. The position includes paid time off and paid holidays. No health, dental, vision or retirement benefits are included.