ORCAS ISLAND FOOD BANK

Volunteer Coordinator

Job Description | October 2026

About Orcas Island Food Bank

Orcas Island Food Bank has served families on Orcas Island since 1984. Our mission is to nourish current and future generations of our community through food access, education, and advocacy. We run a free choice pantry in Eastsound, where neighbors select foods that fit their culture, age, and dietary needs, including fresh produce and protein, much of it locally sourced. We also deliver to seniors and neighbors and host programs such as the Orcas Food Project, a neighbor-to-neighbor food drive. Each year, a team of staff and volunteers serves 1,150 households and distributes 400,000 pounds of food. We believe everyone on Orcas deserves access to healthy food, and we welcome all who come through our doors.

Position Overview

Reports to: Staff Manager

Location: Orcas Island Food Bank, Orcas Island, WA

Status: Part-time, non-exempt, up to 26 hours per week, onsite

Position Summary: The Volunteer Coordinator recruits, trains, supports, and recognizes the volunteers who help Orcas Island Food Bank fulfill its mission. This role makes sure volunteers have a positive and productive experience while helping to meet the evolving needs of the food bank. The Coordinator works closely with our staff to identify the different areas of work that volunteers can take on, and matches volunteers to those needs. Because our daily operations depend on volunteers, the Coordinator also works alongside them, picking up overflow work and filling gaps when volunteers are out so that every shift is covered.

Key Responsibilities

Volunteer Recruitment and Scheduling

- Recruit, schedule, and onboard new volunteers
- Collaborate with staff to identify and fulfill volunteer needs
- Maintain accurate volunteer records and reports

Training and Support

- Ensure volunteers are properly trained and oriented
- Instruct volunteers on various projects and tasks
- Act as the main point of contact for volunteer-related questions or concerns
- Promote a welcoming, inclusive, and safe environment for all volunteers
- Ensure all volunteer activities align with OIFB's safety protocols and values

Shift Coverage and Overflow Support

- Fill gaps when volunteers are out or shifts are short, stepping into volunteer roles as needed
- Support overflow work during busy periods so volunteer tasks are completed on time
- Anticipate coverage needs and adjust schedules to keep daily operations running smoothly

Recognition and Community Programs

- Coordinate volunteer appreciation and recognition events
- Act as key contact person for The David and Jerry Orcas Food Project

Qualifications

- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to work both independently and collaboratively
- Ability to manage time effectively and handle multiple tasks
- Strong problem-solving skills and a proactive mindset
- Compassionate and empathetic approach to working with diverse populations
- Ability to maintain a positive attitude in a fast-paced environment
- Proficiency in Microsoft applications, such as Office and Excel

Preferred

- Experience working with volunteers or in a nonprofit setting

Physical Requirements and Working Conditions

- Ability to lift up to 25 lbs repetitively
- Ability to stand for long periods and work in all weather conditions
- Comfortable working in a small, busy workspace
- Typical schedule is Mondays, Tuesdays, and Fridays, with occasional additional hours, weekdays, or weekends as needed

Compensation and Benefits

- Pay rate: $23 per hour
- Part-time, non-exempt position, approximately 26 hours per week

Equal Opportunity Employer

Orcas Island Food Bank welcomes people from all backgrounds and walks of life. OIFB is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants.

To apply, email your resume and a letter of interest to Jake Jensen at jake@orcasfoodbank.org.