

Job Title: Volunteer and Staff Coordinator

Location: Orcas Island Food Bank, Orcas Island, WA

About Orcas Island Food Bank

Orcas Island Food Bank (OIFB) is a community-focused organization dedicated to nourishing current and future generations of our community through food access, education, and advocacy. We distribute food at no charge, tailored to suit our customers' unique needs. We strive to offer culturally recognized, age-appropriate, and dietary-specific options, including fresh produce and protein.

Position Summary

The Volunteer and Staff Coordinator will be responsible for instructing volunteers and staff on projects, handling scheduling and recruiting of volunteers, covering staff breaks and lunches, and working with management to ensure safety protocols are followed.

Key Responsibilities

- Instruct volunteers and staff on various projects and tasks
- Work with the lead volunteer coordinator to handle scheduling and recruiting of volunteers
- Ensure all volunteers and staff are properly trained and oriented
- Work with management to ensure safety protocols are followed
- Maintain accurate volunteer records and reports
- Assist in coordinating volunteer and staff appreciation and recognition events
- Act as a point of contact for volunteers and staff, addressing any questions or concerns
- Collaborate with staff to identify volunteer needs and opportunities

Qualifications

- Strong organizational skills and attention to detail
- Good communication and interpersonal skills
- Ability to work both independently and as part of a team
- Proficiency in Microsoft Office Suite a plus

Skills and Abilities

- Ability to manage time effectively and handle multiple tasks

- Strong problem-solving skills and a proactive approach
- Compassionate and empathetic approach to working with diverse populations
- Ability to maintain a positive attitude in a fast-paced environment
- Basic knowledge of food safety practices
- Ability to work in all weather conditions in and outside year-round
- Ability to lift up to 25lbs repetitively
- Ability to stand for long periods of time
- Ability to share a small busy workspace with others effectively

Working Conditions

- Some evening and weekend work may be required

Job Classification

- Part-time (approx. 18 to 25 hours per week)

Equal Opportunity Employer

Orcas Island Food Bank welcomes people from all backgrounds and walks of life, and it's reflected in our largely diverse community of employees, clients, and partners. OIFB is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants.

OIFB recruits, hires, trains, promotes, compensates, and administers all personnel actions without regard to race, color, religion, sex, sex stereotyping, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, sexual orientation, genetic information, or any other status protected by applicable law.

This is a non-exempt position with a pay range of \$23–\$25 per hour, commensurate with experience. The role includes paid holidays, paid time off, comprehensive health benefits, and a 3% matching IRA option. Work hours are Monday through Friday. This position reports directly to the Volunteer and Staff Coordinator.

To apply, please submit a cover letter, resume, and three references to Cali@orcasfoodbank.org. The position will remain open until filled, with interviews beginning on February 6, 2025, conducted by the OIFB hiring subcommittee.

We look forward to reviewing your application!