



6201 N 60th Street
Omaha NE 68104

We are called to feed and clothe God's people in need.
We believe nutritious food contributes to good health.
We value people with love, hope, compassion and dignity.

Helping Neighbors ~ Improving Lives ~ Spreading Blessings

Volunteer Coordinator & Pantry Assistant Job Description

Position Description: Part-time position responsible for coordination of Volunteers and assists with day-to-day pantry operations, office tasks, and special projects.

Normal Work Hours: Monday, Wednesday, and Friday 9:15 a.m. – 3:15 p.m.

Skills and Qualifications:

- 1) Able to lift and move 25 to 50 pounds, carry boxes, stand and walk for long periods of time.
- 2) The capacity to work well with others; as well as relate sensitively and effectively with our staff, those who serve as volunteers, and our clients.
- 3) Shows appreciation and respect for the role of the Executive Director and the Board of Directors with respect to the governance of our agency, and the desire and ability to work in partnership with them, other staff, and volunteers.
- 4) Demonstrates positive abilities in the areas of organization skills, independent time management skills, effective communication skills, leadership qualities, and ability to work well with volunteers and clients.
- 5) Ability to proficiently use a computer with Microsoft Word, Excel and the Microsoft Suite programs as well as knowledge and proficient use of the internet and social media.
- 6) Requirements include at least 2 complete years of successful work experience and a high school diploma with, preferably, some post-secondary education.

Supervisor: Responsible to the Executive Director.

Duties and Responsibilities:

- 1) Recruit and train volunteer staff in compliance with the principles of Project Hope and the handbook.
- 2) Schedule and coordinate volunteer staff time, providing maximum efficiency for daily operations.
- 3) Supervise volunteers, ensuring a positive and productive work environment and completion of tasks assigned.
- 4) Collect volunteer data, compile accurate reports of volunteer hours, and submit to the Executive Director monthly in addition to a year-end summation of annual totals.
- 5) Collects client data and interacts with pantry clients to facilitate a positive experience for the clients.
- 6) Accurately input client information data into computer program.
- 7) Maintain the appearance and function of the office and pantry area including cleaning duties.
- 8) Assist with the collection of in-kind donations, product deliveries, and accurate processing of donations and deliveries.
- 9) Assist with answering phone calls and replying to phone messages.
- 10) Develop and print pantry forms, logs, schedules, posters, fliers, and handouts as needed.
- 11) Notify the Executive Director of office supply needs.
- 12) Cross train for duties maintained by the Executive Director and Pantry Specialist as needed for daily operation of the food pantry.
- 13) Serve as on-site representative when Executive Director and Pantry Specialist are not available.
- 14) Assist the Executive Director with additional duties as assigned.