



Job Title: Volunteer Project Lead

Shift: Times Vary, volunteer shifts take place Monday-Saturday, including some evenings.

Reports to: Volunteer Manager

Status: Non-Exempt, Part Time

JOB SUMMARY

The Volunteer Project Lead ensures an excellent experience for individuals who volunteer in support of the mission of Feeding San Diego. This is accomplished by providing operational support to volunteers during volunteer shifts. Imperative to this role is a positive attitude, strong interpersonal communication skills, and the ability to interact with individuals from a variety of backgrounds. The Volunteer Coordinator may be required to complete other tasks as assigned by the Volunteer Manager in support of Feeding San Diego's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position.

Volunteer Engagement

- Establish and maintain exemplary interactions with volunteers, donors, partner organizations, vendors, and coworkers.
- Ensure all volunteers have an engaging, productive, safe and fun volunteer shift.
- Communicate with volunteers, staff, and community partners to encourage donations of time, food, funds, and voice.

Volunteer Project Logistics

- Set up, coordinate, and clean up assigned volunteer projects.
- Speak to large groups, give tours, and train/engage with volunteers during the volunteer project.
- Create pallet tags for all volunteer projects.
- Work with Programs and Operations departments to ensure project completion and accuracy.
- Ensure all volunteer areas are compliant with Feeding San Diego Standard Operating.
- Speak to large groups (100+) while describing the organization and teaching a process, give tours, and work/engage with volunteers during the volunteer project.
- Ensure all volunteer areas are compliant with FDA cGMP and OSHA standards, and Feeding San Diego Standard Operating Procedures for personal safety, food safety, and cleanliness at the end of each volunteer shift.
- Other duties as assigned

INTERACTION

The Volunteer Project Lead will interact closely with individuals from the Operations and

Programs departments, as well as a diverse cross section of volunteer participants from the community.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION/YEARS EXPERIENCE

Required

- Demonstrated success training, organizing, or coaching large groups in a specific skill (or equivalent)
- Basic level computer skills: email, internet search engines, word processing and spreadsheet software

Preferred

- Bachelor's degree
- Food Safety training
- Fork lift experience
- Electric pallet jack experience
- Previous experience working in the non-profit sector
- Previous experience working with the community

Any combination of educational and work experience that would be equivalent to the stated minimum requirements would qualify for consideration of this position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- General nonprofit organizational practices and basic mathematical functions.

Skills:

- Operate a forklift, electric pallet jack, manual pallet jack, and floor scale; walk, turn, pivot, stand for long periods of time; lift up to 50 lbs.

Abilities:

- Utilize independent judgement; maintain attention to detail while completing all tasks; be active for an entire shift; display tact and patience with others; sense and abate safety hazards; multi-task; be comfortable lead a group of individuals; manage time wisely; flexibility to remain focused in a dynamic environment; display a positive attitude at all times.

TOOLS AND EQUIPMENT USED

Personal computer, multi-line phone, copier, printer, electric pallet jack, manual pallet jack, fork lift.

LICENSES/CERTIFICATIONS

Community First Aid/CPR Certification*

ServSafe Certification*

Forklift Certification*

**These must be obtained within the first 3 months of employment, if not already otherwise acquired.*

PHYSICAL & ENVIRONMENTAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in an environment that has a varied noise level and can be considered moderate.
- Perform work in an office adjacent to a warehouse, and within a warehouse, which may occasionally create an exposure to dust and pollens.

HOW TO APPLY

Submit a resume, cover letter and salary requirements to humanresources@feedingsandiego.org with the name of the position in the subject line.

Feeding San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.