

VOLUNTEER COORDINATOR

Position Description

POSITION SUMMARY:

The Volunteer Coordinator reports to the Program Manager, and ensures that the seniors whom we nourish receive timely meal deliveries by matching volunteers with roles and needs, preventing and resolving any threats to service interruption, as needed. In addition to providing coordination, support, and recognition for current MOW Yolo volunteers, the Volunteer Coordinator also cultivates, recruits, onboards, trains, and recognizes new volunteers on an ongoing basis. Community outreach and engagement are required for success. The role requires the maintenance of secure electronic records and data using a volunteer management program, and regular interaction with volunteers, meal recipients, community organizations, and staff via phone and electronic communications, as well as in-person.

REGULAR WORK SCHEDULE:

Part-time, Part-time on weekdays, 20 hours/week for a total of 20 hours/week. Additional work may be required during busy periods. The primary job site is the MOW Yolo Administrative facility in Woodland. Some work may be conducted remotely, and occasional field work may be necessary at MOW Yolo's nutrition sites in Woodland, Davis, Winters, and West Sacramento.

- Additional locations within the County may be added as MOW Yolo expands services to more meal recipients.

Please note that MOW Yolo reimburses employees using their own vehicles for authorized MOW Yolo travel at the IRS standard mileage reimbursement rate.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Nurture a culture of inspired volunteerism that elevates the MOW Yolo experience for meal recipients.
2. Schedule, coordinate, and assign volunteers to appropriate departments and supervisors.
3. Provide recognition, coordination, support, coaching, structured guidance, and consistent constructive follow-up as necessary for current MOW Yolo volunteers.
4. Cultivate, recruit, onboard, train and recognize new volunteers.
5. Serve as a communications liaison with and between volunteers and key MOW Yolo staff, sharing critical information, challenges, and successes.
6. Work closely with local organizations and businesses to coordinate group volunteer opportunities.
7. Interact professionally, yet sensitively, in a positive manner with volunteers, meal recipients, and staff.
8. Maintain volunteer data primarily in an electronic volunteer management system.
9. Perform administrative tasks related to successful execution of duties.
10. Willingness to take on new tasks and responsibilities as the position evolves and MOW Yolo grows.
11. Attend all scheduled MOW Yolo meetings at MOW Yolo headquarters.
12. Perform all other duties as assigned.

REQUIRED QUALIFICATIONS AND SKILLS:

1. Highly organized, creative, flexible, and adaptable, with superior verbal and written communication skills, interpersonal skills, and presentation skills.
2. Ability to work professionally, cooperatively, positively, effectively, and efficiently with both internal and external contacts via phone, email, or in either virtual or in-person meetings. This includes interactions with volunteers, meal recipients, colleagues, and community partners.
3. Ability to make decisions, prioritize, and pivot in a changing environment, anticipate future needs, respond to unanticipated events, and meet deadlines.
4. Occasionally lift and carry up to 25 lbs., stand continuously up to 4 hours, bend below the waist, and reach above the head.
5. Regularly sit, primarily at a desk or in meetings.
6. Ability to work in an office environment shared with other staff and volunteers, with frequent interruptions and noise.
7. Ability to work in a remote capacity occasionally or frequently as public health orders or other organizational circumstances may dictate.
8. Frequently engage in repetitive hand motion, grasping and fine hand manipulation for up to 4 hours per day, primarily for keyboarding.
9. Ability to learn, perform, and follow simple and complex calculations, instructions, and concepts.
10. Proficient at using and/or learning electronic systems. Comfortable working with Microsoft Office Suite; Google Workspace familiarity is a plus.
11. Ability to perform established duties, responsibilities, and expectations independently and with minimal supervision.
12. Occasionally drive own transportation, primarily for professional appointments, community outreach, and special events.
13. Adapt and respond flexibly, creatively, and patiently to various situations.
14. Exhibit a passion and enthusiasm for MOW Yolo's work and mission.

POSITION LICENSES/CERTIFICATIONS/VACCINATIONS:

1. Current California Driver's License, proof of automobile insurance and reliable transportation.
2. Background check clearance and suitable Department of Motor Vehicles driving record.
3. COVID-19 Vaccination plus Booster.

****Meals on Wheels Yolo County is an Equal Opportunity Employer****