



Community Coordinator Position Description - Part Time

River Falls Community Food Pantry is a private, non-profit, volunteer organization that serves over 1,400 households in the River Falls area. In 2020, the Pantry had over 2,500 visits and distributed more than 200,000 pounds of food in our community.

We are looking for a detail-oriented and focused Community Coordinator to be responsible for working with our volunteers, community outreach, and completing other pantry-related duties as assigned. This part-time, salaried position, up to 20 hours per week, reports to the Executive Director.

The Coordinator's responsibilities include recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the public.

A successful Coordinator should be meticulous about keeping records, passionate about volunteer work and should uphold the values of our organization while ensuring the comfort of our volunteers and clients.

Responsibilities include, but are not limited to:

- Recruiting, training, and supervising new volunteers.
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database.
- Day-to-day operations during food distribution hours.
- Using marketing tools such as outreach programs, e-mails, and volunteer databases.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring that they understand their responsibilities and receive the proper training.
- Keeping schedules and records of volunteers' work.
- Ensuring conduct and operating procedures uphold the organization's values and requirements per partner agencies.

- Working collaboratively with the pantry coordinator (volunteer position), Executive Director, volunteers, and other community members.
- Conveying to the public the organization's purpose through daily interactions, email communications, phone conversations and social media.
- And other duties as assigned by the Executive Director.

Required qualifications:

- Display high standards of ethical conduct;
- Maintain confidentiality;
- Detail orientated and able to plan and execute multiple work tasks accurately and thoroughly;
- Skillful communicator - verbally and in writing;
- Able to use common sense and be committed to carrying out assignments as assigned by the Executive Director;
- Demonstrate basic knowledge of MS Word, MS Excel, and Gmail.
- Treat clients, volunteers, and visitors respectfully and be responsive to their needs;
- Work cooperatively with others and promote a friendly environment to achieve shared goals;
- Display a high level of effort and commitment toward completing assignments and goals;
- Lift 35-50 pounds routinely without assistance and 75 pounds or more with assistance;
- Ability to load and unload food products. This will require reaching, climbing, balancing, stooping, kneeling, and crouching.

Preferred qualifications:

- Familiarity with electronic scheduling tools and database software;
- Has a dependable vehicle and driver's license to attend off-site events as needed.
- Lives in or has familiarity with the River Falls community.

To apply for this position, send an email cover letter and resume to: info@rfcfp.org by May 1, 2021.