



Regional Food Bank of Northeastern New York
A Member of Feeding America

965 Albany-Shaker Road • Latham, New York 12110
Tel: (518) 786-3691 • Fax: (518) 786-3004
www.regionalfoodbank.net

JOB POSTING 12/15/14

PART-TIME VOLUNTEER COORDINATOR

Assist Active Volunteer Program at the Regional Food Bank

The part-time Volunteer Coordinator will work alongside individual and group volunteers and fill in as needed for the two full-time Volunteer Coordinators for the Regional Food Bank of Northeastern New York, where each year more than 10,000 people donate their time.

This is a **hands-on position** that involves supervising and working with volunteers to sort and repack food and non-food products in the warehouse.

The successful candidate will be someone who is:

- Outgoing and people-oriented
- Comfortable instructing and working with volunteers of various abilities in group settings
- In good physical shape and able to lift up to 50 pounds on a regular basis
- Able to work in a fast-paced environment
- Organized with strong communication and planning skills
- Patient and capable of communicating with people of varying levels of understanding
- Comfortable opening and closing the building
- Able to accommodate regular evening, daytime and occasional weekend hours
- Willing to receive a forklift operator's license. (Training will be provided.)

This is a permanent part-time position consisting of 20+ hours per week as follows: Monday evenings and two weekdays, plus additional hours as-needed (weekdays, weeknights, or weekend days) to cover staff members who are on vacation, out sick, attending off-site events like volunteer fairs, or working with overlapping volunteer groups.

The rate of pay is \$11.90 per hour, with pro-rated benefits. Position is available immediately.

Interested candidates should forward an application and/or resume to Tracey Martin at traceym@regionalfoodbank.net, with **VOL JOB** as the subject line of the email.

About the Regional Food Bank

The Regional Food Bank is a not-for-profit organization that works to alleviate hunger and prevent food waste. Each year the Food Bank supplies 1,000 food pantries, soup kitchens and other charitable feeding programs in 23 counties of upstate New York with 30+ million pounds of food and other supplies.

The Food Bank offers a pleasant work environment with great benefits, including individual health and dental coverage, a pension plan, life insurance, long-term disability insurance, two weeks paid vacation, three personal days, and 11 paid holidays a year. The position provides the opportunity to contribute to a worthwhile cause and work with caring people who want to help the community.