



## **Job Description**

**Position:** Volunteer Center Coordinator – Tulsa, OK

**Reports to:** Volunteer Center Manager

**Status:** Hourly; Part time; evenings and weekends

**Position description:** The Volunteer Center Coordinator works with volunteers to sort and package food for distribution meeting all product, inventory, and safety guidelines. The Volunteer Center Coordinator is also responsible for creating a fun and rewarding experience for the Food Bank's volunteers.

### **Duties:**

- Coordinate volunteer projects with the Volunteer Center Manager.
- Prepare the Volunteer Center for volunteer work sessions.
- Train and supervise volunteer work sessions to prepare food for distribution.
- Properly label, track, and document product flowing Volunteer Center.
- Maintain health, safety, and American Institute of Baking International (AIB) standards.
- Perform other duties as assigned by management.

### **Position Requirements:**

- Must be outgoing, people oriented, with great communication skills
- Must be a good team member and team builder
- Ability to plan, organize, and prioritize
- Ability to work with diverse groups of people
- Must be able to use Microsoft Office Suite including Word and Excel.

### **Additional Requirements:**

Must be able meet with or without reasonable accommodation:

Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear, see, write, count, read, speak, analyze, alphabetize, lift and carry 40 lbs., perceive depth, operate a motor vehicle, and operate motor equipment. Must be able to work a flexible schedule with evening and weekend work required.

Successful candidate is required to pass a drug screen and background check.