

VOLUNTEER COORDINATOR VOLUNTEER POSITION

1. Maintain a list of volunteers
2. Make and keep an updated attendance sheet that is kept in food work room.
3. Update the volunteer application as needed.
4. Hours we are open is Monday 1-4, 6-8 ; and Thursdays 10-3. These hours are considered as 3 shifts. Volunteers can work as often or as little as they want. Some volunteers can only make a commitment on a monthly bases, some are scheduled every week and some only want to be on call.
5. A schedule is set up with the coordinator and the volunteer is responsible to let the coordinator know when they need a schedule change or unable to work as scheduled.
6. The coordinator is expected to schedule enough volunteers for each shift. Some times that means calling or text volunteers on the list to fill in. We can not be open for business unless we have volunteers to cover all the bases.
7. Ideal set would be – 3-5 persons working in the clothes area. One person covering the desk (doing intake). 2-3 doing the food room. Open but short staffed can be done with one in clothes, one at desk, and two doing food.
8. Volunteer Coordinator may want to do scheduling from home.
9. The Volunteer Coordinator may find it helpful to try and learn all they can about all the jobs and to be here most days to fill in as needed but not a requirement.