Community Food Share

Website: [http://communityfoodshare.org/](http://communityfoodshare.org/)

Organization Address: 750 S Taylor Ave. Louisville, CO 80027

Position Title: Volunteer Coordinator - Intern

Desired Start and End Date: Flexible

Organization Description:

**About Community Food Share**

Community Food Share is Boulder and Broomfield Counties’ food bank. We collect donated food from many sources, and store the donated food in our warehouse where it is sorted, packaged, and checked for spoilage. Approximately 45 local human service agencies rely on us for free food to pass on to their clients. We also operate several of our own distribution programs, such as our Feeding Families program, which provides free food to families with school-children living in poverty. We serve the local community through our Mobile Pantry program and serve low-income seniors through our Elder Share program. Community Food Share’s mission is to be a leader in our community’s effort to end hunger in Boulder and Broomfield Counties. As a large non-profit our volunteer department works with 200-600 volunteers a month and is constantly striving to increase our volunteer base.

**Position Description:**

The Volunteer Coordinator-Intern is responsible for helping the Volunteer Manager run the day-to-day of the volunteer program. The Volunteer Coordinator-Intern will spend the majority of their time greeting, orienting, and training volunteers in the warehouse. The intern will manage volunteer projects in the warehouse, making sure that volunteers can start and complete projects on time, put supplies away and properly clean up. The intern will also assist with volunteer recruitment, recognition and retention. The Volunteer Coordinator-Intern will serve as a vital member of the Volunteer Management team, which currently consists of two full-time staff members – the Volunteer Manager and the Volunteer Coordinator.

Contact Information

If you have any questions, please contact the PIIE Program Director.
The position will begin with a period of onsite training and job shadowing. The timeline for onboarding will depend on the intern’s ability and comfort to learn new tasks. Our goal is for the intern to feel completely comfortable and possess a strong understanding of the organization’s mission, operations and programs before they begin working directly with volunteers. The training period will include an introduction to all staff and our regular volunteers, training on our volunteer database (Volgistics), an introduction to our warehouse inventory structure, as well as training in the various warehouse tasks the intern will be responsible for completing with volunteer help on a daily basis. The intern will learn how to synthesize reports, register individuals and groups in our database, track volunteer hours, and identify and fill holes in the volunteer schedule.

The volunteer coordinator position will break down into three fundamental aspects: daily activities, ongoing activities and outreach.

**Daily Activities:**

• Supervise volunteers (1-25 individuals at a time) and coordinate volunteer assignments to achieve effective and efficient work flow in the warehouse, in collaboration with other CFS Operations staff

• Give tours, orientations and trainings for new volunteers and re-train volunteers on updated procedures

• Monitor the volunteer schedule and work to fill gaps in regular positions

**Ongoing Activities:**

• Coordinate new volunteers (individuals, families or groups)

• Design and/or update department related training materials for staff and volunteers, as needed

• Attend volunteer development and network oriented trainings as well as other food banks to better understand industry standards and best practices in volunteer management

• Attend staff and departmental meetings to better understand the structure and driving forces of our organization

• Evaluate existing outreach and retention programs and develop strategies to improve volunteer retention and increase our volunteer base

**Outreach:**

• Identify local organizations and develop volunteer opportunities for them
• Attend events as a representative of Community Food Share and recruit volunteers.

The Volunteer Coordinator-Intern is expected to maintain a positive and safe work environment for volunteers, be a comfortable and mature public speaker as well as an effective communicator that can work efficiently with the volunteer management team. The addition of a Volunteer Coordinator-Intern position is invaluable in making our volunteer program the best that it can be, along with increasing efficiency in our warehouse. The Volunteer Coordinator-Intern would offer a fresh perspective on our methods and practices, giving critical insight and offering ideas towards new paths of growth. Ultimately, this position would help us get more food out to people in need. Volunteers are the lifeblood of our organization!

This position is for 30-40 hours a week, with the expectation that the intern will be able to maintain a flexible schedule if needed. The intern would work 8am-5pm (1 hour for lunch) every day except Tuesdays – which would be 10am-7pm (1 hour for lunch). Occasional weekend hours can also be expected. We are located in Louisville, and there may be times the intern is required to use their own vehicle for organization purposes, however they may submit for mileage reimbursement.

*Please note, last year’s intern did not have a car and was able to use public transportation to commute, however there is no direct bus line to CFS.

Qualifications:

Open to all majors. Candidate must be able to lift and carry 30-40 lbs. and be comfortable walking, standing and working in the warehouse for extended periods. Candidate should be comfortable speaking in front of individuals and large groups. This can be a fast-paced environment, and the intern should be prepared to multi-task and juggle multiple responsibilities and tasks at once. A passion for volunteerism is a bonus.