



VOLUNTEER COORDINATOR

OVERVIEW

Tri-City Volunteers (TCV Food Bank + Thrift Store) is seeking a full-time Volunteer Coordinator to become the newest member of our team located in Fremont, CA.

As one of the largest direct-to-client food banks in Alameda County, we serve over 1,000 low-income families a week and rely on the help of a robust crew of volunteers to make that happen! As Volunteer Coordinator, you will continue to build on our recruitment program, in addition to providing daily support to the individuals and groups in both our warehouse and adjoining thrift store. The job is varied, challenging and fun. You will be a key member of our small but dedicated team!

At TCV, we offer competitive compensation and a work environment that supports your development and recognizes your achievements!

VOLUNTEER COORDINATION/DEVELOPMENT

- Welcome, recognize and appreciate volunteers through every interaction, contributing to a positive, compassionate and inclusive organizational culture.
- Develop and carry out strategies to recruit and retain volunteers through social and free media such as Facebook, LinkedIn Volunteer Marketplace, Nextdoor, and school e-blasts and flyers.
- In partnership with senior staff, develop relationships with civic, corporate, and community leaders, including leaders of faith communities.
- Build and develop a team of committed volunteers to help with organizational needs such as volunteer coordination support, new volunteer training, and administrative assistance.
- Ensure that volunteer records are current and that administrative responsibilities are met.
- Develop outreach volunteer programs for the community.
- Develop and maintain the orientation and training process, including event turn-out and on-site support.

QUALIFICATIONS

- Bachelor's degree or higher.
- Passion for a hunger free community.
- Demonstrated capacity to work effectively in a multi-racial and multi-cultural context.
- Proven record of success in carrying out volunteer recruitment and engagement activities.
- Positive attitude, sense of humor and a willingness to "pitch in" where needed.
- Strong Computer skills.
- Experience in developing and growing volunteer participation.
- Social media savvy in a professional context.

Please reply to jobs@tcvfoodbank.org with cover letter and resume.

No phone calls please.