



PO Box 632 Sedro-Woolley, WA 98284
(360) 856-2211 | director@helpinghandsfoodbank.org

Volunteer Coordinator

Helping Hands Solution Center/Food Bank is Skagit County's largest food bank. Helping Hands mission is to nourish our community with kindness and respect without judgement. The Volunteer Coordinator will report to the Support Staff and assist in helping the company further its mission.

The Volunteer Coordinator will be responsible for our database of volunteers and volunteer opportunities. The Volunteer Coordinator's responsibilities include recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the public. A successful Volunteer Coordinator should be meticulous about keeping records and passionate about volunteer work. You should uphold the values of our organization while ensuring the comfort of our volunteers in their positions.

Volunteer Coordinator Responsibilities:

- Recruiting, training, and directing new volunteers
- Collecting volunteer information, availability, skills and maintaining an up-to-date database
- Using marketing tools such as outreach programs, e-mails, and volunteer databases
- Keeping new and existing volunteers informed about the organization and volunteer opportunities
- Matching volunteers to opportunities that suit their skill sets and ensuring they understand their responsibilities and receive the proper training
- Organizing training and leading on-the-job training
- Keeping schedules and records of volunteers' work
- Ensuring the organization's purpose is conveyed to the public
- Working closely with different department heads for volunteer needs
- Other duties as assigned

The Volunteer Coordinator position will pay \$17-19 per hour, 40 hours per week. This is an hourly paid position. No other benefits.

Volunteer Coordinator Qualifications/Skills:

- Excellent communication and interpersonal skills
- Excellent organization and team building skills
- Planning and initiative
- Strong leadership skills
- Process improvement
- Coordination



PO Box 632 Sedro-Woolley, WA 98284
(360) 856-2211 | director@helpinghandsfoodbank.org

Education, Experience and Skills Required:

- High school diploma or GED
- Communication Skills
- Proven Basic knowledge of Microsoft Office programs
- Ability to remain calm under pressure
- Excellent problem solving and prioritizing skills
- Flexible and proactive attitude
- Team player
- Caring and empathetic
- Self-starter
- Positive approach to the role
- Seeking development and growth in the role

Helping Hands is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.