

Second Harvest of Coastal Georgia, headquartered in Savannah, GA, serves as the food safety net for tens of thousands of children, senior citizens, low-income families, and people with disabilities at risk for hunger throughout southeastern Georgia. We partner with over 240 churches and non-profit agencies to provide emergency food assistance across Coastal Georgia in twenty-one counties. Last year, Second Harvest provided more than 24.6 million pounds of food to hungry people in our 21-county service area through various programs.

The **Volunteer Center Coordinator** plays a vital role in managing volunteer groups and projects and ensuring the organization, maintenance, and efficient operation of the Volunteer Center warehouse. This position fosters positive relationships with individuals and organizations donating their time and talent to support the Second Harvest's mission. This position also requires flexibility to assist in other areas of the food bank based on the frequently changing demand for volunteer projects.

The schedule for this position is Tuesday through Saturday and may require one evening per week. This position requires forklift certification or the ability to become forklift certified within the first 30 days of employment.

DUTIES:

A. Volunteer Training, Scheduling, and Reporting:

1. **Volunteer Engagement**

- a) Build and maintain relationships with local organizations, such as churches, businesses, and social clubs, to generate interest in volunteering.
- b) Encourage volunteerism among individuals, matching tasks with their skills, interests, and abilities.

2. **Task Assignment**—Develop and assign tasks for volunteers that enhance the productivity, efficiency, and delivery of Second Harvests' programs and services. Ensure that each task best suits the volunteer's skills and abilities.

3. **Scheduling and Reporting**

- a) Coordinate activities and maintain an

B. Volunteer Center Operational Management

1. **Warehousing Duties**—Volunteer project set up and take down, coordination of necessary inventory with the Director of Operations and Inventory Coordinator to accomplish projects.
3. **Facilities Duties** - General maintenance, upkeep, and cleaning of assigned areas.
4. **Supplies Duties** – Maintain and order supplies required to assist volunteers safely, correctly, and effectively perform various activities.

C. Agency Relations and Programs department support

1. **Reception Desk** – Welcome guests to Second Harvest and direct them accordingly, answer phone calls and direct calls when the Receptionist is not scheduled
2. **Agency Relations** – support the Agency Relations team in connecting with partner agencies and expanding relationships
3. **Program Support** – assist Programs Coordinator, when needed, to implement successful regular programs

Requirements:

- Must be a self-starter who has great time management skills and can multi-task
- High school degree and at least two years experience in a relevant field
- Georgia driver's license with clean DMV record
- Excellent communication skills with the ability to write and speak in a professional manner, including to large groups in a public setting
- Strong problem-solving, organizational, and critical-thinking skills
- Forklift certification or the ability to earn forklift certification
- Experience with Microsoft Office, including Word, Excel, and Outlook, is required.

Please send an interest letter along with resume to amahoney@helpendhunger.org to apply.