

Volunteer Coordinator

Duties

Oversees the recruiting, interviewing, hiring, training, and scheduling of volunteer workers. Ensures that the activities of the volunteer workers meet the needs of the event and organization. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Reports to Event Coordinator.

Required Skills

Experience in event volunteer coordination. Familiar with Feed Denver and urban and sustainable farming concepts, practices, and procedures.

Recruitment and Training

Volunteer coordinator will create descriptions of volunteer work that needs to be covered, recruit new volunteers through local and social media and community meetings and hold training sessions.

Volunteer Meetings

Meetings will be conducted by volunteer coordinator to discuss upcoming events and ongoing needs.

Supervisory Duties

Volunteer coordinator act as supervisor for all volunteers and serve as the liaison between volunteers and other staff.

Record Keeping

Volunteer coordinator will maintain a database of volunteers, their duties and their hours of work. They may administer a rewards program where volunteers logging a certain number of hours or participating in a large event receive a gift certificate from a restaurant or store.

Reports

Volunteer coordinator will create reports for management and recommend changes that would be beneficial for the volunteer program.

Remuneration:

Part time up to event week; bonus opportunity; potential for longer term position.

Apply:

Please submit your resume and cover letter to info@feeddenver.com