

Non-profit Volunteer Coordinator

Loaves & Fishes of the Fox Valley, Inc.

Position Summary

We are seeking a dynamic and passionate Non-profit Volunteer Coordinator to lead and inspire our volunteer shifts. In this paid role, you will be the driving force behind training, supporting, and supervising volunteers who are committed to making a positive impact in our community. Your enthusiastic leadership will cultivate a welcoming volunteer culture where every individual feels valued and empowered to use their talents to help feed neighbors in need.

The Volunteer Coordinator supports the daily meal program operations of Loaves & Fishes of the Fox Valley, Inc. by coordinating, training, and supporting volunteers during their shifts. This position helps ensure program readiness and a safe, welcoming, respectful, and organized environment for volunteers and guests. The Volunteer Coordinator plays an important role in supporting the organization's mission to provide free, nutritious evening meals to anyone in need.

Essential Duties and Responsibilities

Volunteer Coordination and Support

- Supervise the 3 pm and 5 pm volunteer shifts. Assist chef with supervising 1:30 pm kitchen volunteers on occasion. Assist with operational tasks as needed.
- Welcome volunteers, assign duties based on program needs, and provide clear instructions and support.
- Ensure volunteer stations are stocked with supplies for 3 pm and 5 pm volunteer shifts.
- Assist with tracking and managing volunteer shift supplies. Coordinate with staff to ensure timely order of necessary items.
- Track attendance, report volunteer absences to Program Manager, and foster a positive, appreciative volunteer experience.
- Receive in-kind donations, stock, and organize them.
- Print and stock community resource brochures for information table.
- Assist with holiday-themed meal activity planning for guests.
- Assist with closing and locking up after meal service.

- The Volunteer Coordinator's primary responsibility during the 5 p.m. shift is to supervise and support volunteers. As backup or secondary coverage, the coordinator may also assist with guest check-in and enrollment, meal card lookups or printing, guest item requests and documentation, guest concerns or special needs.

Qualifications

- High school diploma, GED, or equivalent required; successful background check required.
- Strong communication and interpersonal skills, with the ability to guide volunteers and interact respectfully with guests, staff, and community members.
- Calm, professional judgment in busy or challenging situations.
- Strong organization, attention to detail, and ability to work independently and collaboratively.
- Experience with computers, email, data entry, MS Office, and the ability to learn guest software check-in systems.
- Commitment to the organization's mission and values.
- Experience in volunteer coordination, nonprofit programs, food service, human services, or client support preferred.
- Valid driver's license.

Physical Requirements and Working Conditions

- Ability to stand, walk, bend, reach, and move throughout the meal service area.
- Ability to lift, carry, and store donated items, supplies, food, tables, chairs, and light equipment.
- Ability to work in a busy dining room environment with frequent guest and volunteer interactions.
- As part of Loaves & Fishes of the Fox Valley's team-oriented environment, staff may assist with operational tasks when volunteer coverage is limited, including but not limited to portioning desserts, chopping lettuce, running dishes through the commercial dishwasher, sweeping floors, and disposing of garbage.

Reports to: Executive Director

Position Type: Part-time, 15 hours per week

Schedule: On-site Monday, Wednesday, and Friday from 1:15 p.m. to 6:15 p.m.

Benefits: \$21 per hour, paid holidays

Equal Opportunity Statement

Loaves & Fishes of the Fox Valley, Inc. is an equal opportunity organization and is committed to providing a respectful, inclusive, and mission-centered environment for employees, volunteers, guests, and community partners.

Send resume and cover letter to info@loavesandfishesfv.org, attention Shannon Krahn, Executive Director.