



Volunteer Coordinator

Position Overview

Recruit, train, and schedule volunteers/groups to assist BCFS in meeting daily operational requirements. Ensure compliance with state and federal programs administered by BCFS. Provide support to the Executive Director as requested.

Part-time

26 hrs/wk \$18.00 to 20.00 hr.

Reports To

The Executive Director

Benefits

- Paid vacation
- Employer 3% 401k match

Responsibilities and Duties

Daily: Ensure proper staffing of all volunteer positions; including Warehouse, Shoppers, Receptionist, and Interviewers.

Monthly: Submit reports

- North Country Food Bank:
 - NAPS (Nutrition Assistance Program for Seniors).
 - BCFS usage.
 - Food Rescue.
- Conduct Interviewers Meeting, develop agenda and address issues as needed.

Quarterly, Attend Church Representative Meetings; work with Church Rep Chair to develop agenda; provide update on operations and volunteer needs.

Qualifications and Skills

- Comfortable with computers including data entry, Microsoft Office Suite, Little Green Light.
- Provide a high level of customer service to volunteers and clients.
- Must be able to supervise diverse volunteer groups.
- Detail oriented and organized, able to prioritize.
- Flexibility in moving from task to task.
- Exceptional people skills.
- Social media skills.

Location

Bemidji Community Food Shelf
1260 Exchange Ave SE
Bemidji, MN 56601
www.bcfsmn.org

Contact: Michael Olson, 218-441-7390 bcfs@paulbunyan.net

This organization is an equal opportunity provider and employer