WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

Volunteer Coordinator

The Organization
We Don't Waste believes nutritious food should be fed to people, not landfills. We reduce food insecurity and waste by rescuing food from venues, caterers, distributors, and restaurants, then delivering it free of charge to hunger-fighting agencies in the Denver area. We Don't Waste is a fast-growing and high-impact nonprofit organization that addresses hunger and food waste through an innovative recovery model.

The Opportunity
We Don't Waste seeks an enthusiastic and organized Volunteer Coordinator to work collaboratively with the Operations team in running and expanding the volunteer program, as well as working alongside the Food Recovery Specialists on the trucks and in the Distribution Center. The position is a full-time, non-exempt position that reports directly to the Director of Programs & Operations.

Responsibilities

Volunteer Coordination

- Create a welcoming and comfortable environment for volunteers;
- Greet, train, and lead volunteers at all volunteer shifts;
- Oversee volunteer introduction including safety requirements;
- Recruit new volunteers and expand/develop volunteer recruiting initiatives;
- Develop relationships with volunteers to encourage repeat volunteering;
- Work with the Program Coordinator and Director of Programs & Operations to delegate responsibilities to volunteers at Mobile Food Markets and other events, and help ensure these events run smoothly;
- Manage and update volunteer sign-up opportunities on the website;
- Maintain volunteer database (Volunteer Matters) and engage with volunteers using the database and other communications channels;
- Engage Speakers Bureau members, and continue to grow the group through additional recruitment and trainings;
- Work with the Director of Development to set up volunteer opportunities and involvement for corporate groups;
- Develop new volunteer roles, internships, and experiences (e.g. WDW Wednesdays, volunteer appreciation, etc.);
- Work with the Director of Development to coordinate volunteer roles and volunteer attendance for We Don't Waste special events and fundraisers;
- Occasionally operate a box truck to bring supplies to and from volunteer events;
- Continually improve systems for volunteer coordination and communication; and
- Serve as an ambassador for We Don't Waste to volunteers and to the public.

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Operations Team Responsibilities

- Assist with the pick-up of food donations and delivery to nonprofit partners serving food-insecure populations;
- Occasionally operate a box truck to pick up and deliver food donations;
- Adhere to all We Don't Waste rules and Federal and State vehicle/passenger laws;
- Complete food donation pick-up and destination data entry on a daily basis;
- Regularly contact and communicate with food donors and recipient agencies;
- Maintain frequent communications with the Director of Programs & Operations and Executive Director;
- Other duties as assigned.

Qualifications

- Ability to speak, write and communicate effectively in English; bilingual Spanish preferred;
- Passion for We Don't Waste's mission and compassion for those less fortunate;
- Previous volunteer coordination/management, ideally within a non-profit organization, or other relevant experience preferred;
- Comfortable with public speaking and leading groups;
- Strong verbal communication and presentation skills;
- Highly relational with strong ability to motivate and build relationships with staff, volunteers, youth, community groups, and other stakeholders;
- An understanding of food insecurity and food waste issues;
- Proficiency in Google Suite and Microsoft Office;
- Experience with CRM software is preferred;
- Highly organized with the ability to multitask;
- Self-starter;
- Team-player;
- Bachelor's degree or higher.

Physical & Job Requirements

- Must have flexibility to occasionally work nights and weekends
- Must be able to set up tables folding tables and pop up tents
- Must be able to operate a pallet jack after training
- Must be able to lift 50 lbs
- Must possess a current Colorado driver's license and have a good driving record;
- **Insurance qualifications require minimum age of 25 years**

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Salary/Benefits
We Don't Waste offers full employee health coverage, a 3% IRA match, $50,000 in accidental death life insurance, short-term disability, two personal days per year, and accrued vacation (all benefits are effective after 90 days of employment).
Volunteer Coordinator salary range is $38,000-$42,000 DOE.

Application Process
Qualified and interested candidates should submit a resume and cover letter to Aubree Pierce at careers@wedontwaste.org. Please include "Volunteer Coordinator" in the subject line. Applications will be accepted on a first-come, first-served basis, and the job posting will be removed from our website (https://www.wedontwaste.org/get-involved/#careers) when the position has been filled.

We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants.