



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 local agencies in the Denver Metro 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 are growing! The Volunteer Coordinator is a new full-time, non-exempt position that reports directly to the Sr. Programs Manager: *Volunteer Program & Community Outreach* at We Don't Waste. This rewarding position is a vital part of the We Don't Waste team and helps to ensure that food in our community gets to people and not into the landfill. We Don't Waste seeks an enthusiastic and organized Volunteer Coordinator to work collaboratively with the volunteer programs team in coordinating the volunteer program, as well as working alongside the Food Recovery Specialists on the trucks and in the Distribution Center. The commitment for this position is 40 hours a week. The workday is from 11:30am-7:30pm on Mondays and 8am-4pm Tuesday-Friday with occasional Saturdays (to flex a weekday). This schedule may be subject to change based upon the daily needs of the organization.

Responsibilities

- Creates a welcoming and comfortable environment for volunteers
- Greets, trains, and leads volunteers at all volunteer shifts
- Oversees volunteer introduction including safety requirements
- Develops relationships with volunteers to encourage repeat volunteering
- Manages and updates volunteer sign-up opportunities on the website
- Maintains volunteer database (Volunteer Matters) and engage with volunteers using the database and other communications channels
- Supports engagement of corporate groups at volunteer events
- Supports volunteer appreciation events and volunteer recruitment events



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- Occasionally operates We Don't Waste van to bring supplies to and from volunteer events
- Serves as an ambassador for We Don't Waste to volunteers and to the public
- Provides volunteer support at Mobile Food Markets
 - Provide guidance to volunteers at Mobile Food Markets, ensuring smooth market operations and a positive volunteer experience
 - Work with Mobile Market staff to ensure that volunteer supplies are packed and ready for markets (including vests, first aid supplies, beverages, etc.)
- Provides support to We Rescue volunteer program, as needed
 - Support and provide coverage of dashboard management of We Rescue on designated days and when staff are out sick/vacation
- Supports and grows volunteer Speakers Bureau
 - Schedules training, shifts and events with Speakers Bureau volunteers
 - Manages tabling and event supplies for volunteers
 - Creates engaging activities that Speakers Bureau volunteers can facilitate at events
 - Works with the Sr. Programs Manager: *Education & Advocacy* to train Speakers Bureau volunteers
 - Proactively seeks tabling opportunities and events for community engagement

Qualifications

- Ability to speak, write and communicate effectively in English; bilingual Spanish preferred;
- Previous volunteer coordination/management, ideally within a non-profit organization, or other relevant experience/education 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;
- Highly organized with the ability to multitask.



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Physical Job Requirements

- Repeated lifting of donated food weighing 40 pounds or more;
- Regular operation of a pallet jack and other equipment;
- Tobacco, vape, and drug-free environment;
- Must have flexibility to occasionally work nights and weekends;
- Must be able to set up tables folding tables and pop up tents;
- Must possess a current Colorado driver's license and have a good driving record.
- **Insurance qualifications require a minimum age of 25 years**

Desired Traits

- Passion for We Don't Waste's mission
- Self-starter
- Ability to relate to diverse communities and perspectives
- Willingness to work a flexible schedule Monday-Friday, with occasional weekends
- Knowledge of basic food safety

Salary/Benefits

The pay range for this position is \$23.07 to \$25.96 an hour or annually \$48,000-\$54,000. We Don't Waste offers full time employees a 3% IRA match, \$50,000 in accidental death life insurance and short-term disability.

WHY WORK AT WE DON'T WASTE

- Paid time off! We Don't Waste offers three weeks of time for the first year of employment (accrued), 80 hours of sick time, 9 paid holidays AND our year end closure from Christmas Eve through New Year's Day.
- Retention of We Don't Waste staff is a priority! We provide increased vacation benefits for employees as a thank you for your service. In year 2, We Don't Waste offers 4 weeks of time off. In year 3, We Don't Waste offers 5 weeks of vacation and in year 8 We Don't Waste offers 6 weeks of vacation!



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- Amazing benefits such as health insurance, dental and vision insurance, employer paid short term, life insurance plans and an IRA-matching program. We pay 100% of health premiums for employee coverage, 100% of employee vision coverage and 44% of employee dental premiums.
- Volunteer time off! Opportunities to volunteer in the community for up to 12 paid hours a year.

Application Process:

Qualified and interested candidates should submit a resume and cover letter to Katie Malarkey at careers@wedontwaste.org. Applications received by August 16, 2024, will be given priority and the job posting will be removed from our website (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. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Reasonable Accommodation:

Applicants with disabilities may contact Human Resources via email to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact We Don't Waste at careers@wedontwaste.org.

EEO Statement:

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, protected statuses). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.



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Disclaimer:

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.