

**York County Food Bank
JOB DESCRIPTION**

Job Title: Volunteer Coordinator
Department: Operations
Reports to: Director of Operations
Classification: Full Time, Non-Exempt
Date: January 2026

Job Summary

The Volunteer Coordinator serves as the primary contact for potential and active volunteers at the York County Food Bank. This position is responsible for all aspects of volunteer management but will also be relied upon to assist with other facets of the organization.

Essential Duties and Responsibilities

Volunteers:

- Serve as the primary contact for potential and active volunteers.
- Actively recruiting volunteers on an ongoing basis for all YCFB programs and events
- Recruit volunteers for one-time and annual events.
- Initiate and maintain relationships with local organizations, companies, and civic groups that volunteer or would like to volunteer with YCFB.
- Conduct volunteer orientations and tours as necessary.
- Create and maintain all volunteer related materials such as, application, orientation video, safety guidelines, and volunteer job descriptions
- Respond to all inquiries by volunteers or prospective volunteers promptly.
- Work with the various departments of YCFB to meet their volunteer requirements and needs.
- Ensure proper documentation, support and engagement of community service volunteers.
- Communicate with active volunteers to ensure that they are well matched to their assignment with their desired experience needs.
- Manage volunteer software Volgistic: application process, job descriptions, calendar, maintain volunteer files, hour tracking logs, and manually enter volunteer information into database.
- Responsible for implementing volunteer recognition activities such as thank-you notes, annual Volunteer Appreciation event, awards and recognition.
- Assign volunteers to specific tasks and supervise volunteer activities, emails to volunteers, as necessary.

Events:

- Provide assistance to management staff at YCFB and community events

Program Assistance:

- Assist in the coordination, implementation, and operation of YCFB programs such as Drive through Distributions, Online Pantry, Market @ Princess, etc.
- Assist with agency orders as needed.
- Assist with monthly Agency Relations meetings, take notes
- Send emails to all Partner Agencies: meeting notes, food recalls, reminders, etc

Other duties as assigned

Job Specifications:

Education:

- Bachelor's degree preferred

Experience:

- Demonstrated interest in hunger or related social issues.
- Proven success in building effective working partnerships.
- Success in recruiting, coordinating and supporting volunteers.

Job Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills.
- Demonstrated ability to present effective and compelling messages to individuals, groups and the public.
- Must be proficient in latest software and technology.
- The ability to prioritize and perform multiple tasks simultaneously with minimal supervision.
- Extremely organized, detail oriented and able to maintain accurate records for tracking and reporting purposes.
- Ability to quickly establish and effectively maintain positive working relationships with diverse stakeholders.
- Problem solving to identify solutions and meet and enhance organizational mission.
- Must have valid driver's license and use of a vehicle to ensure ability to travel independently for Food Bank business.
- Ability to lift up to 35 pounds and push or pull objects of up to 50 pounds.
- Ability to work occasional evening and weekend hours as business functions demand.

Other Requirements:

- May require driving in inclement weather.
- Frequent standing, sitting and walking.
- Ability to give speeches and presentations to groups.

Approvals

Supervisor Signature

Date

Executive Director Signature

Date

The Duties and Responsibilities, Skills and Abilities listed above are not intended to be an exhaustive list for this position. They are intended to be exemplary of the level and complexity of work generally performed by a person in this job. The duties and responsibilities may be changed due to evolution of the position or to reflect the special abilities or disabilities of the person in the position.

I have read the above job description, understand the duties and responsibilities and am able to perform the duties and responsibilities with or without accommodation and I support the mission of the York County Food Bank.

Employee Signature

Date