

POSITION DESCRIPTION

TITLE: Tualatin School House Pantry Program Coordinator

REPORTS TO: President of the Tualatin School House Pantry Board

SUMMARY: The Program Coordinator will provide administrative and volunteer support to the general organizational operations. Working under the supervision of the pantry board president this position provides all necessary organizational support with an emphasis on volunteer coordination and donor tracking.

DUTIES AND RESPONSIBILITIES:

Volunteer Coordination

- Coordinate the volunteer program. This will include developing and prioritizing needs for volunteer staffing, actively recruiting volunteers as needed, and maintaining records on volunteer participation.
- Maintain and update volunteer database including volunteer availability.
- Work closely with the pantry shift coordinators, pantry transportation coordinator and other staff to understand the volunteer needs of the pantry.
- Responsible for the initial screening, placement and orientation of volunteers.
- Ensure that all volunteers complete required volunteer forms and that those forms are kept on file.
- Communicate with volunteers as needed, ensuring that critical communication is shared.
- Organize a yearly appreciation for all pantry volunteers.

Donation Processing

- Process and monitor food, monetary and in-kind donations.
- Update donation database as needed.
- Responsible for prompt acknowledgement of donations to the pantry including financial contributions, food donations and in-kind services donations.
- Work with community organizations wanting to donate and volunteer.

General Office Duties

- Coordinate management of office to include general office duties such as requisition of supplies, flow of correspondence, filing, etc.
- Ensure that facility is kept clean and orderly.
- Comply with Oregon Food Bank and governmental regulations and Tualatin School House Pantry By-laws.
- Maintain master calendar of all organizational meetings.
- Maintain and update client database as needed.
- Perform other duties and responsibilities as requested with a sense of humor and team spirit.

QUALIFICATIONS / SKILLS:

- Effective communication with the public and volunteers.
- Excellent organizational skills (oral and written).
- Able to excel at details, multi-tasking and working under pressure with limited supervision.
- Must be proficient in MS Word and Excel.
- Experience with Giftworks database or related donor tracking program preferred.
- Must be fluent in English. Fluency in Spanish desired.
- Able to work in a spirit of collaboration.
- Minimum one-year professional and management experience.

BENEFITS:

This is a part-time, 20 hours per week, position with pay commensurate with experience (\$11-\$14). Possibility for increased hours in the future. Working hours can be flexible.

Tualatin School House Pantry is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

APPLICATION INFORMATION

- Submit resume to job@schoolhousepantry.org
- Please include a cover letter and three references
- Application deadline: December 31, 2009