

Volunteer Project Lead

Position Summary: The Volunteer Project Lead primarily works with volunteers and coordinates the processing of salvage/distressed products, food drive donations, and other items for distribution to member agencies. This position ensures that all products are handled and stored using proper procedures.

Duties and Responsibilities include the following: This list is not all-inclusive and other duties may be assigned.

- Manage groups of volunteers at Second Harvest Food Bank and at various special events as needed.
- Ensures that volunteers meet Second Harvest criteria stated in the manual/handbook.
- Works with volunteers including weekends.
- Conducts volunteer orientation, training, and tours. Ensures that the volunteer experience is enjoyable, positive, and satisfying. Educates volunteers on how their work is helping alleviate hunger.
- Works with Warehouse Manager to determine appropriate workflow and schedule of projects.
- Assigns duties, provide materials, and supervise volunteers throughout projects.
- Follows and stays up-to-date on safe-food handling procedures. Ensures that all products are handled and stored using proper procedures.
- Adheres to guidelines of salvage operations as described in Feeding America Manual.
- Checks processed salvage (quality control).
- Ensures completion and filing of accident reports and responds appropriately.
- Ensures volunteer break room and salvage areas are maintained. Sweeps volunteer break room and work areas daily.
- Provides beverages, snacks, etc. for volunteers during assigned hours.
- Completes rework paperwork.
- Any other duties assigned by upper management.

Education and/or experience

High School Diploma required. Some post-secondary education and two to three years volunteer or human resource management experience preferred.

Experience may be substituted for education.

Language skills

Must possess outstanding interpersonal and group communications skills. Ability to effectively present information and respond to questions from groups, clients, customers, and the general public.

Mathematical skills

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

Certificates, licenses, registrations

Jitney Driver License, Valid PA Driver's License, ServSafe Food Safety Certification, CPR/AED certification, FBI Clearance (ACT 114), PA State Police Clearance (ACT 34), Department of Human Services Clearance (PA Child Abuse)(ACT 151)

Other skills and abilities

Willingness to work beyond working hours as necessary. Demonstrated ability to work with diverse groups of people. Must possess outstanding leadership abilities and strong attention to detail. Must be able to coordinate multiple projects and adhere to deadlines.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel or crouch. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work environment

While performing the duties of this job, the employee may be exposed to outside weather conditions. Employee may occasionally work inside commercial freezer and/or cooler, thus being exposed to freezing temperatures. The noise level in the work environment is usually moderate to heavy.

Job Type: Full-time

Salary: \$14.57 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Weekends as needed

Education:

- High school or equivalent (Preferred)

Language:

- English (Required)

Ability to Relocate:

- Erie, PA 16501: Relocate before starting work (Required)

Work Location: In person