



## Volunteer Coordinator Position

Reports to: Executive Director

Summary: This is a 30-hour per week, grant-funded position with the overall goal of engaging volunteers to support and broaden the anti-hunger work of GardenShare and partner agencies. The Volunteer Coordinator will be responsible for (1) developing plans to increase awareness among low-income families of opportunities to access healthy food; (2) engaging and educating volunteers about the root causes of hunger; and (3) building capacity to strengthen our local food system and alleviate hunger. GardenShare, as the lead agency, will work with the following partners: 5 farmers markets in St. Lawrence County (Canton, Gouverneur, Hammond, Massena, and Potsdam); the Canton United Methodist Free Will Meal; and Campus Kitchens.

Specific goals for the position:

Recruit, train, place, and manage at least 300 volunteers to support the work of GardenShare and partner agencies to educate the community and alleviate long-term hunger in St. Lawrence County. In conjunction with our partner agencies, volunteers will log at least 2500 volunteer community service hours and reach at least 8,333 individuals annually through their work, including but not limited to the following opportunities:

- Farmers Markets
- Youth Education Programs
- Community Education Programs
- Outreach Events such as National Hunger Awareness Day, Fight Hunger 5-K, Martin Luther King Day Challenge
- Weekly dinners hosted by partner organizations

Responsibilities:

Develop and implement a strategic volunteer management model for GardenShare and partner agencies. Provide Partner organizations with technical assistance to utilize these systems through group/individual training and ongoing mentoring.

Conduct volunteer management trainings for key leadership of partner organizations.

Recruit, train, schedule, and manage volunteers to assist in meeting the outreach goals of GardenShare and the participating partner organizations across St. Lawrence County.

- Develop and implement a volunteer recruitment strategy that promotes volunteer opportunities through social and traditional media, at the local colleges, with businesses and houses of worship, and through other outlets.
- Interview and place prospective volunteers, ensuring that volunteers are matched with a position that best meets their needs, interests, and skills.

- Develop and implement a volunteer evaluation and recognition plan.

Coordinate and facilitate bi-monthly meetings for participating partner organizations to improve volunteer management, collaborating to strengthen marketing efforts and volunteer management systems.

Develop and conduct customer satisfaction surveys regularly with participating partner organizations to assess impact and necessary modifications required to support continued capacity building.

Work with the farmers markets to promote volunteer opportunities to support the markets in accepting SNAP benefits and to educate SNAP clients about the benefits of local food.

Work with the Outreach and Education Committee to promote volunteer opportunities that support existing and new community outreach and youth educational programs.

Attend professional development opportunities including conferences outside St. Lawrence County in order to establish networks with other organizations working to address hunger and food insecurity.

Other duties, as assigned, may include:

- Assistance with the Local Food Guide
- Support to grants process as it relates to volunteer coordination, including providing supporting material for budgets, funding requests, and reports.
- Support to agency events.

Requirements:

- Commitment to GardenShare's mission to solve the problem of hunger and build a stronger local food system
- Strong oral and written communication skills including public speaking; the ability to communicate effectively with various constituencies, including different income levels
- Ability to work with a variety of people in a variety of situations
- General computer savvy, including word processing, presentations, web-based technologies
- Independent judgment and initiative
- Ability to work within a budget
- Applicant must have reliable transportation, and be able to work a flexible schedule to include mainly daytime hours, with occasional weekends or evenings required.
- A background check will be required for all applicants.

Compensation: \$14.00 per hour

Please submit a cover letter and resume via email to [info@gardenshare.org](mailto:info@gardenshare.org) . Applications are due by July 17, 2018.