



Director Volunteer Engagement

(full-time salaried)

The Director Volunteer Engagement will design, plan and lead the volunteer efforts in assisting with food operations and other programs, meet strategic plan aspirations and increase participation with corporate partners. This position reports to the VP Food Operations.

DUTIES AND RESPONSIBILITIES:

- Oversee volunteer infrastructure and participation at all locations
- Recruit, interview, and on-board leader and skilled volunteers
- Supervise the Volunteer Managers
- Arrange corporate group volunteer activities, lead tours of facility and promote donations
- Be involved with human resource-related functions for volunteers
- Oversee service-based volunteer programs including Teen-Time, Court Ordered and Service Learning volunteers
- Create and update all volunteer documents including application, volunteer waivers, community, training materials, conflict resolution records etc.
- Obtain proficiency and use best practices with Service Tracker and Pantry Easy
- Oversee communications with volunteers via monitor (Reach software), online, paper printouts and in person
- Provide monthly updated content for Friday Constant Contact newsletter
- Manage the Community Advocates program
- Maintain current opportunities via Volunteer Match, Giving DuPage and Volunteer Fox Valley websites
- Oversee online volunteer scheduling and assure weekly volunteer needs are met
- Represent Loaves & Fishes at various community events



Loaves & Fishes

Community Services

JOB REQUIREMENTS:

- Bachelor's Degree
- Flexibility to work occasional evenings and an occasional weekend day
- Excellent verbal and written communication skills
- Computer and Microsoft Office skills
- Management experience
- Excellent organizational skills

Wage commensurate with education and experience

Benefits available

Send cover letter and resume to azediker@loaves-fishes.org

Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.