

The Brookings Backpack Project is seeking a Volunteer Coordinator. The Brookings Backpack Project assists students in Brookings, SD, who may not have enough food to eat at home by providing them with easy-to-prepare weekend meals and snacks throughout the year. The position of Volunteer Coordinator is a part-time contractor position. Details of responsibilities and requirements of the job are below. To apply for the position, submit an application and resume by 17 February 2012 either electronically to [bbpinbox@gmail.com](mailto:bbpinbox@gmail.com), or through the mail to Brookings Backpack Project, c/o BUCC, 828 8<sup>th</sup> St S, Brookings, SD 57006. For more information about the Brookings Backpack Project and to download the application, please visit the website at <http://www.brookingsbackpackproject.org>. The application is also available at Job Service and some area churches. If any additional assistance is needed, please contact April Flemming at [kayeflemming@yahoo.com](mailto:kayeflemming@yahoo.com) or 605-693-4611.

### **Job Description: *Volunteer Coordinator***

**Summary.** The *Volunteer Coordinator*, in cooperation with the Food Coordinator, creates and maintains a calendar of all food-related tasks. S/he is also responsible for scheduling volunteers on that calendar, training them, communicating with them promptly and respectfully, and tracking their service hours.

#### A. Primary Responsibilities

1. Maintaining regular, effective and clear communication with the Project Coordinator.
2. In consultation with the Food Coordinator, creating and maintaining a volunteer calendar of all food-related tasks, including packing parties, food shipments, food deliveries to sites, and food distribution to students.
3. Scheduling food-related workers on the volunteer calendar and training them to complete all food-related tasks.
4. Communicating respectfully and promptly with food-related volunteers.
5. Tracking food-related volunteer hours, including his/her own, and regularly reporting to the BBP Webmaster the names of volunteers who have rendered service.
6. Working with the Assistant for Volunteer Support to ensure that volunteer contact information is entered into the BBP database.
7. Other duties as assigned.

#### B. Job Requirements

1. Passion for the cause.
2. Minimum of high school diploma or equivalent.
3. Good interpersonal communication.
4. Good written communication.
5. Highly organized, with excellent attention to detail.
6. Capable of training and managing volunteers, giving clear directions.
7. Self-motivated, able to take initiative.
8. Ability to maintain confidentiality.

#### C. Average Hours Per Week: 5