

**Part-Time Volunteer Coordinator**  
**Food Literacy Center**  
**Sacramento, CA**



**Job Description**

**About Us:**

At Food Literacy Center, ***we inspire kids to eat their vegetables***. Food Literacy Center came to life in July 2011 to fill a critical gap: we engage volunteers and staff to help kids improve their knowledge, attitude, and behavior towards healthy food. Partnering with various school districts and community partners, we teach food literacy education to K-6<sup>th</sup> graders in low-income schools, using fun, approachable lessons teaching kids to cook, about nutrition, and how to improve their health. Our kids become food adventurers!

Why our work matters:

- Despite being America's Farm-to-Fork Capital, Sacramento has a 40% childhood obesity rate, and many students and families live in food deserts.
- Obesity disproportionately affects low-income and children of color.
- Obesity is now regarded as more damaging than smoking or drinking.
- All of these problems are preventable--if we eat our vegetables. But we have two generations of Americans who do not know how. That's where we come in.

We believe food literacy matters. Learn more about us at [www.foodliteracycenter.org](http://www.foodliteracycenter.org).

**About this Peachy Position:**

The Volunteer Coordinator is a dynamic position that supports volunteer engagement. This includes volunteer recruitment, onboarding, retention, communication, and data tracking to help our volunteer program grow and stay strong. The ideal candidate seeks to develop and strengthen their communication and organizational skills, desires to be part of a nimble results-oriented team, and embraces challenges. The Volunteer Coordinator will report to the Volunteer Director and work closely with our volunteers.

**Here's what you'll do as our Volunteer Coordinator:**

*Volunteer recruitment & intake:*

- Monitor volunteer interest forms and event sign-ups.
- Serve as the initial point of contact for prospective volunteers after they express interest. This includes responding via email within 48 hours by sending the potential volunteer our template welcome email. Director must be cc'd on this email.

- Provide timely follow-up and basic program information.

*Volunteer onboarding & compliance:*

- Support and help facilitate volunteer orientations and training.
- Ensure volunteers complete required onboarding steps prior to placement.
- Maintain accurate and up to date volunteer records and documentation.

*Volunteer communication & engagement:*

- Draft monthly newsletter for Director's review and distribute once finalized.
- Share upcoming volunteer opportunities and sign-ups on SignUpGenius.
- Support volunteer recognition efforts and appreciation events.
- Collect volunteer feedback after each program session and share insights with the Director.

*Volunteer data & administration:*

- Track volunteer hours and participation.
- Assist with data collection for reports and impact storytelling.

*Provide volunteer program support:*

- Help oversee tasks for fellows placed in classroom programs and track attendance.
- Serve as a team lead for large group volunteer days and organizational events.

*Coordinate with and support the Volunteer Director:*

- Provide administrative and logistical support to the Director in volunteer program operations.
- Assist with implementing volunteer program schedules created by the Director.
- Communicate any scheduling conflicts, volunteer needs, or program updates to the Director for decision-making as they arise.

**You'll exhibit these competencies.**

***Achievement-orientation:***

- Demonstrates an ability to meet and exceed goals and expectations. Lives up to the high standard the community expects of our nonprofit, showing attention to detail. Identifies problems and seeks to solve them quickly. Strategizes ideas for program improvement and communicates ideas effectively with the supervisor.

***Problem Solving & Decision-Making:***

- Demonstrates a strong ability to recognize problems, solve them quickly, and appropriately message changes. Makes decisions that consider all stakeholders, and

act accordingly.

- Displays comfort with ambiguity but has a strong bias for structure and results. Displays flexibility, resilience and perseverance when faced with obstacles and competing deadlines with limited resources. Shows sound and thoughtful decision-making ability.

***Project Management:***

- Demonstrates a strong ability to balance multiple competing priorities daily. Demonstrates an ability to prioritize, and take action accordingly.

***Innovative Thinking:***

- Demonstrates an ability to create processes and systems to streamline internal operations.
- Demonstrates a high level of comfort with ambiguity, and an ability to create order. Demonstrates an aptitude for framing problems as opportunities, and always pushing to further streamline.

***Positive Attitude:***

- Exudes a positive outlook and attitude, especially during stressful or difficult times. Helps maintain the joyfulness of the Food Literacy Center culture.

**All About You!**

*You'll be successful in this position if you:*

- Have a deep commitment to the mission of Food Literacy Center.
- Have a passion for and experience working with children.
- Have 1-2 years of teaching and/or nonprofit experience.
- Are highly motivated, able to self-manage, flexible, able to multitask, and maintain the confidentiality of sensitive information.
- Reflect our team's values and behaviors.
- High degree of comfort with change and ambiguity.
- Have an understanding or familiarity with local food, food systems, and nutrition.
- Are comfortable working with animals, including daily feeding, watering, waste management, etc.
- Have a bachelor's degree or equivalent experience.

*Extra points if you have:*

- Have experience working in a small, entrepreneurial, growing team.
- Have experience working with food literacy.
- Have experience working with nonprofits.
- Have basic cooking skills. (Home cooking is OK!)
- Speak Spanish or Hmong.

**Other Things to Know:**

We offer a unique, healthy work culture that celebrates teamwork and vegetable eating!

- This is an at-will, non-exempt, part-time, on-site position. Compensation is \$22/hour.
- Given that we are a start-up nonprofit in growth mode, a flexible schedule is necessary. This position does require some nights and weekends.
- You'll need to be able to lift 25 lbs of supplies.
- This position requires you to travel throughout Sacramento, so a California driver's license is required
- We love our veggies, so a vegetable costume may be worn on occasion!
- Because food literacy is at our core, we require all employees to successfully complete Food Literacy Academy certification and become a certified food handler. Food Literacy Center will pay for and provide the resources necessary to certify you in these areas.
- Additionally, you must pass a Department of Justice background check and have a negative TB test.

**Ready to apply? Great! Check out the next steps below.**

Please submit a resume and thoughtful cover letter outlining the unique value you will bring to our organization to [krystal@foodliteracycenter.org](mailto:krystal@foodliteracycenter.org), subject: Volunteer Coordinator - Last Name. This position will remain open until filled.

*Food Literacy Center is an Equal Opportunity Employer. We encourage applicants of a diverse background to apply.*

*Benefits include cell phone reimbursement, Simple IRA match, vacation & sick leave.*