



VOLUNTEER DIRECTOR

Food Literacy Center

Sacramento, California

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 SCUSD and community partners, we teach food literacy education to K-6th 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.

About this peachy position:

The Volunteer Director will provide leadership and strategic oversight for all aspects of Food Literacy Center's volunteer program. This role will be responsible for ensuring a robust corps of volunteers to help deliver food literacy lessons to students in Sacramento's Title I schools and meet the needs of the nonprofit's mission. The Volunteer Director will report to the Deputy Director, collaborate with staff across the organization to ensure volunteers are effectively integrated into all areas of Food Literacy Center's work. This role will manage the staff responsible for coordinating volunteers.

Here's what you'll do as the Volunteer Director:

Double the number of active volunteers in our organization by 2027:

- Audit, improve, and expand our existing volunteer recruitment and retention strategy to meet organizational goals and grant deliverables. Enhance our policies, procedures, and best practices for volunteer engagement and management.
- Develop and maintain relationships with partner organizations that are a source of volunteers for our program.
- Identify and utilize online platforms and technology to recruit and coordinate volunteers.
- Oversee volunteer orientation, training, coordination, and communication processes.
- Ensure compliance with all human resource policies and procedures.
- Ensure compliance with school district policies and legal requirements concerning



volunteers in schools, including those pertaining to criminal background checks, to minimize liability and ensure a safe and positive environment for students.

- Perform other duties as assigned.

Create and maintain a strong network of volunteers:

- Execute effective recruitment and retention activities to build and maintain a corps of committed volunteers.
- Leverage existing volunteers to recruit more volunteers.
- Plan volunteer recognition events.
- Improve the volunteer experience, recognize, and celebrate our volunteers and community partners.
- Create and disseminate regular communications about upcoming volunteer opportunities, coordinating with marketing staff on newsletters and social media content.
- Train staff on volunteer best practices, including communication and coordination practices, to maximize both the volunteer's experience with Food Literacy Center and the benefit to our programs and students.
- Meet-and exceed-volunteer goals for programs, events, farm maintenance, and other mission-related volunteer needs.
- Perform other duties as assigned.

Tracking and evaluation:

- Maintain accurate volunteer records and hours in the organization's database.
- Measure program impact through data and story collection to be shared internally with leadership and externally with funders and other community stakeholders.
- Continuously evaluate and improve volunteer program effectiveness.

You'll exhibit these competencies:

Achievement-orientation:

- Demonstrate an ability to meet and exceed goals and expectations. Live up to the high standard the community expects of our nonprofit, showing attention to detail. Identify problems and seek to solve them quickly. Strategize ideas for program improvement and communicate ideas effectively with the supervisor.

Problem Solving & Decision-Making:

- Demonstrate a strong ability to recognize problems, solve them quickly, and appropriately message changes. Make decisions that consider all stakeholders, and act accordingly.
- Display comfort with ambiguity but have a strong bias for structure and results. Display flexibility, resilience and perseverance when faced with obstacles and competing deadlines with limited resources. Show sound and thoughtful decision-making ability.

Project Management:

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



Innovative Thinking:

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

Positive Attitude:

- Exude a positive outlook and attitude, especially during stressful or difficult times. Help 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 5+ years experience recruiting and managing volunteers
- Have experience successfully supervising staff
- Have outstanding communications and public speaking skills and an aptitude for problem solving
- 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
- Have an understanding or familiarity with local food, food systems, and nutrition
- Have a bachelor's degree or equivalent experience

Extra points if you

- Have a master's degree in nonprofit management or related field
- Have experience working in a small, entrepreneurial, growing team
- Have experience working with food literacy

Other things to know:

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

- This is an at-will, exempt, full-time position that is benefits eligible. The compensation is \$80-90K annually DOE.
- This position is fully on-site at our Sacramento office/farm (no remote work). Expectations are at least 40 hours per week, typically Monday-Friday during business hours. However, flexibility if necessary as this position requires some evenings and weekends.
- You'll need to be able to lift 25 lbs.
- 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.
- Proof of COVID vaccination is required.

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 sara@foodliteracycenter.org, subject: Volunteer Director - 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, health care, Simple IRA match, vacation & sick leave.