



Volunteer Coordinator

Kids' Meals, Inc.

Internal Posting | Website | United Way

Posting Date: Wednesday, July 15, 2026

About the Role

Kids' Meals is seeking an energetic, mission-driven Volunteer Coordinator to help support one of the largest volunteer programs in Houston, engaging more than 23,000 volunteers annually.

Under the supervision of the Volunteer Manager and Volunteer Lead, the Volunteer Coordinator works collaboratively with other Volunteer Coordinators to guide and support volunteers who help prepare lunches for children facing food insecurity. This highly interactive and physically active role combines volunteer engagement, customer service, operational support, safety awareness, and teamwork.

Frequent live, in-person communication with large groups is an essential function of this position. The Volunteer Coordinator regularly leads orientations, delivers mission and safety presentations, provides instructions, and responds to volunteer questions in real time.

The Volunteer Coordinator spends most of the workday on the warehouse floor, helping create a safe, welcoming, and meaningful volunteer experience while supporting daily meal-production goals. Success in this role requires clear communication, enthusiasm, sound judgment, adaptability, and the ability to remain calm in a fast-paced environment.

Key Responsibilities

- Welcome, guide, and support multiple volunteer groups each day by providing clear instructions, encouragement, and ongoing assistance.
- Frequently lead live orientations, mission presentations, safety briefings, and operational instructions for large groups of volunteers.
- Respond promptly and professionally to volunteer questions and adapt communication for individuals of different ages, backgrounds, and experience levels.
- Create a welcoming and inclusive environment that supports volunteer satisfaction, engagement, and retention.

- Assign and appropriately place volunteers based on daily operational and meal-production needs.
 - Monitor volunteer activities to promote safety, appropriate conduct, policy compliance, and protection of organizational resources.
 - Identify and address potential hazards, unsafe behaviors, or situations requiring assistance from the Volunteer Lead or Volunteer Manager.
 - Prepare, replenish, organize, and maintain volunteer workstations and collaborate with operational teams to support daily production goals.
 - Support volunteer orientations, tours, special events, Saturday operations, and other duties assigned in support of the Kids' Meals mission.
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What We're Looking For

- High school diploma or GED required; college coursework or a college degree preferred.
 - Two years of experience in volunteer coordination, event coordination, hospitality, customer service, education, recreation, or another people-centered role is preferred.
 - Nonprofit or volunteer-program experience is preferred but not required.
 - Strong interpersonal and communication skills, including the ability to frequently present information and provide clear instructions to large groups in a live, in-person setting.
 - Ability to listen, respond professionally to questions in real time, and confidently engage individuals ranging from elementary-aged children to corporate executives and community leaders.
 - Ability to maintain audience engagement, motivate volunteers, and communicate with enthusiasm throughout the workday.
 - Excellent organizational and time-management skills, with strong attention to detail and the ability to manage multiple priorities in a fast-paced environment.
 - Sound judgment and the ability to address problems appropriately, seek assistance when needed, and remain calm under pressure, particularly regarding safety, risk, and policy compliance.
 - A positive, flexible, team-oriented attitude; comfort working in a physically active warehouse environment; and proficiency with Microsoft Office Suite. Experience with VolunteerHub or another volunteer-management system is a plus.
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Physical and Work Environment Requirements

This position is physically active and requires a high level of energy throughout the workday. Kids' Meals will provide reasonable accommodations to qualified individuals with disabilities as required by applicable law.

The essential requirements of the position include the ability to:

- Stand and walk for the majority of the workday, potentially for up to 8 hours per day.

- Frequently bend, squat, kneel, reach, push, pull, and climb stairs while assisting volunteers and supporting production.
- Regularly lift, carry, and move materials weighing up to 25 pounds and occasionally lift or move materials weighing up to 50 pounds.
- Set up and break down volunteer workstations, tables, supplies, and equipment.
- Work in a warehouse environment with varying temperatures and moderate noise levels.
- Maintain a high level of focus and situational awareness while guiding and monitoring large groups of volunteers to support safety, policy compliance, and protection of organizational resources.
- Frequently deliver live presentations, provide verbal instructions, and answer questions in an active warehouse environment.
- Interact professionally and enthusiastically with hundreds of volunteers throughout the day while maintaining a positive attitude and exceptional customer service.
- Adapt quickly to changing operational needs and remain physically engaged for the duration of each shift.

Schedule Requirement

- Regular Saturday work is required. Standard days off are Sunday and Thursday.

The responsibilities identified as essential functions are fundamental to the Volunteer Coordinator position. Qualified individuals must be able to perform these functions with or without reasonable accommodation.

Why Kids' Meals: We're more than a nonprofit—we're a movement. Our values drive everything we do:

- **Strive to succeed**
- **Include everyone**
- **Do the right thing**
- **Deliver hope and find joy**
- **Watch out for each other**

Join us in making a real impact.

Kids' Meals is proud to be an Equal Opportunity and Affirmative Action employer and considers qualified applicants without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected status under federal, state, or local law.

We offer competitive compensation and benefits package, which includes employer paid medical, dental, vision, & long-term disability benefits and more.

Apply at <https://kidsmealsinc.org/careers/>