



Job: Volunteer Coordinator	FLSA Classification: Non-Exempt
Salary Grade: Grade B	Reports To: Manager of Volunteer Experience
Date Created/Revised: September 2025	Department: Programs

SUMMARY:

Under the supervision of the Manager of Volunteer Experience and the Director of Volunteer Engagement, the Volunteer Coordinator will support the Volunteer team to assess and meet the needs of the organization through the recruitment, engagement, and retention of a reliable volunteer base for over 23,000 volunteers per year.

The Volunteer Coordinator will also be responsible for restocking all volunteer supplies needed to support our families, as well as providing general maintenance and upkeep of the Warehouse and Office Volunteer areas.

ESSENTIAL FUNCTIONS:

- Communicate, introduce, and demonstrate the Kids' Meals' mission in a positive, fun, impassioned manner to help volunteers (of all ages and skill levels- school children to CEOs) have an amazing, worthwhile and impactful experience.
- Lead, assign, organize, and provide daily volunteer groups with direction, coordination, assignment, and consultation for all volunteer functions within Kids' Meals.
- Assist the Volunteer team with recruitment and management of volunteers and the arrangement of volunteer events and programs.
- Maintain appropriate inventory levels by using associated technologies, reporting as well as provides order notification needs to the ordering team.
- Maintain satisfactory food packaging supplies as it relates to food prep areas and notifying the proper parties when orders are needed.
- Lead Saturday Volunteer activities as the main point of contact for individual volunteers, volunteer families, and volunteer group teams.
- In the absence of the Manager of Volunteer Experience and/or the Volunteer Coordinator Lead during the week, will lead volunteer orientation to include introduction to the mission, vision, and core values, assigning responsibilities to groups and individual volunteers, and coordinating their volunteer activities and work completion.
- Maintain all Volunteer areas in an organized and clean environment free from hazards and safety concerns.

- Assist the Manager of Volunteer Experience and the Volunteer Coordinator Lead in identifying and implementing new volunteer resources.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COMPETENCIES:

- A keen attention to detail.
- Enthusiasm, kindness, patience, and a genuine enjoyment of people.
- Proactive, self-starter.
- Working knowledge of best practices in volunteer coordination.
- Demonstrated experience working in a collaborative work environment promoting teamwork.
- Able to work both independently and in cross-functional teams and solve problems creatively.
- Outstanding organizational & time management skills.
- Adaptability, flexibility, and ability to see change as an opportunity rather than an obstacle.

KIDS' MEALS CORE VALUES:

At Kids' Meals we feel strongly that our Core Values are an integral part of our mission and of an individual's personal ethics or ideals that ultimately guide them when making decisions, leading/empowering others, building internal and external relationships, effectively communicating, and solving problems. Therefore, they are an integral part of our Company's job descriptions essential functions and core competencies. Our Core Values are:

- **We strive to succeed.** We strive to be the best in everything we do. We lead by example, take on big challenges, continue learning and never stop growing.
- **We include everyone.** We celebrate and pursue diversity because everyone is needed in the fight against childhood hunger. Ideas, experiences, and stories from people different from us make us better. Together, we can achieve something bigger than we can alone.
- **We do the right thing.** It matters how we play the game. We act with integrity, even when no one is watching and take accountability for all our actions.
- **We deliver hope and find the joy.** We do our best work when we do it with a strong sense of purpose and compassion for a better world for our children. Every day we deliver hope disguised as a meal. We believe we can find joy even in the hardest challenges or the smallest tasks.
- **We watch out for each other.** We are uncompromising in our commitment to the safety and well-being of everyone and make safety a priority in all decisions. Safety always because people come first.

SUPERVISORY RESPONSIBILITIES:

- None.

REQUIRED EDUCATION AND EXPERIENCE:

The ideal candidate for this position will possess the following:

- High School diploma required. College degree preferred.
- Minimum 2 years in non-profit with volunteer coordination experience preferred.
- Strong communication and interpersonal skills.
- Ability to take direction but be self-motivated to support the goals and initiatives of a collaborative volunteer team.
- Proficiency in Microsoft Office Suite: Word, Excel, Outlook, PowerPoint.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 25 pounds, and on occasion lift and/or move up to 50 pounds. Specific vision abilities required by this job include close computer vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.

Your Signature Below indicates that you understand the requirements, essential functions, and duties of the position.

Print Name:	Signature:	Date:
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