Volunteer Coordinator

Date 10/26/2026

Food Gatherers exists to alleviate hunger and eliminate its causes in our community. Volunteers play an essential role in advancing our mission. As a part of the Volunteer Department, the Volunteer Coordinator (VC) will help recruit, instruct, and manage volunteers. Every day, the VC will work closely with other departments to determine needs and then mobilize volunteers to complete tasks that help fulfill Food Gatherers' mission. Volunteer Coordinators are often the first point of contact someone has with Food Gatherers and will represent Food Gatherers to all stakeholders in accordance with our established guidelines and values.

Department: Volunteer Department	Primary work location: Food Gatherers' Warehouse
Reports To: Manager of Volunteer Programs	Schedule/Hours: Monday - Friday; 40 hours/week; some weekends, evenings, and special events may be required
FLSA status: Salary/Exempt	Salary Range: $42,000/year

Essential Duties and Responsibilities

- Assist with evaluating, training, and prioritizing work, determining the daily assignments, and assigning individual jobs to volunteers
- Build and maintain relationships with new and existing volunteers. This includes individuals and corporate groups
- Provide thorough general safety and food safety training to all volunteers
- Provide support to the Manager of Volunteer Programs and Kitchen Coordinators in the areas of volunteer recruitment, training, task management, and communications
- Supervise volunteers at Food Gatherers' Community Kitchen as needed
- Give tours and presentations to volunteers and others as needed
- Represent Food Gatherers at public events and meetings
- Work with a diverse group of volunteers with various skill levels and abilities.
- Organize and manage Volunteer Program documentation as needed, such as volunteer forms, sign-in sheets, etc.
- Comply with the organization's policies and procedures, work rules; safety requirements; quality standards; industry standards; and applicable local, State, and Federal laws
- Perform other related duties and responsibilities as needed and assigned

Desired Qualifications

Education and Work Experience

- High School diploma or GED required
- Previous work experience in food service or warehousing is preferred, but not required

Preferred Skills and Abilities

- Excellent customer service
- Demonstrated ability in public speaking and presentation
- Ability to walk and stand for long periods of time, repetitively lift and carry up to 50 pounds, and use fingers and hands to manipulate objects.
- Knowledge of MS Word, MS Excel, Google Drive and Google email systems

Preferred Behaviors

- Commitment to Food Gatherers' mission
- Maintains safety as the top priority at all times
- Possesses strong ethical character
- Works effectively in a collaborative environment with a diverse array of employees and volunteers
- Manages multiple priorities under aggressive deadlines
- Provides excellent customer service
- Gives and receives feedback in a respectful and productive way
- Represents Food Gatherers in a professional manner under a variety of conditions.
- Monitors communication (email, voicemail) during assigned hours and responds within an appropriate timeframe (high priority within 24 hours)

Working Conditions

The Volunteer Coordinator works in-person at Food Gatherers' warehouse in Ann Arbor, MI. Some work takes place in an office environment. Some work takes place in a warehouse environment; this may include working around machines with moving parts, in a refrigerated space, near moving objects, near radiant and electrical energy; working closely with others. The Volunteer Coordinator will spend a small portion of their work hours in a commercial kitchen.

Application instructions

Interested applicants should submit a resume, cover letter, and professional references to Jordan Jackson, HR Manager, at jobs@foodgatherers.org. Please include 'Volunteer Coordinator' in the subject of your email. Applications will be reviewed on a rolling basis, so we encourage interested applicants to apply at their earliest convenience. No phone call or walk-in employment inquiries, please!

EEO statement: The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

Food Gatherers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Food Gatherers complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This

policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Food Gatherers encourages applicants with lived experience of food insecurity to apply.