



Denver Food Rescue Job Description: Volunteer Coordinator

Mission

Denver Food Rescue (DFR) mission is to increase health equity with Denver residents, dedicated to addressing the dual challenges of food waste and food insecurity, particularly in the context of health disparities faced by low-income families due to their limited access to nutritious foods. Our mission centers on the rescue of fresh, nutritious food that would otherwise be discarded and its distribution to those experiencing food insecurity in Denver neighborhoods, effectively bridging the gap between food waste and food scarcity. Furthermore, DFR's commitment to sustainability extends to environmental benefits, as we actively reduce methane emissions and lessen the overall environmental footprint associated with food waste. This environmentally conscious approach aligns seamlessly with our dedication to creating a healthier and more equitable future for the community

Equal Opportunity Statement

Denver Food Rescue is an equal opportunity employer. We are committed to creating a diverse and equitable work environment and we strongly encourage you to apply if you are part of the BIPOC (Black, Indigenous, and people of color) and/or LGBTQIA community, are a person with a disability, a veteran, or are of diverse nationality or religion. Denver Food Rescue expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Summary

Volunteers are essential to both Denver Food Rescue's mission and community. To put it simply we could not accomplish our goals without them. They are the individuals who believe that our work is important enough to support it in any way that they can, they truly believe that Denver can and should be a better place for all individuals. At your core you should believe this too. Beyond keeping up the morale of our volunteers, ensuring that they enjoy their volunteer experience with DFR and that they feel like a part of our community. It is the Volunteer Coordinator's responsibility to work alongside of the Volunteer Manager recruiting volunteers, responding to volunteer inquiries, orienting, placing, and training volunteers; providing ongoing support and motivation to volunteers to ensure they are following DFR policies and procedures; database administration; data collection and analysis of the e-cargo bike use, and maintaining DFR's garages and bike equipments.

Additionally, the VC will be responsible for operating a large company van (2020 NISSAN NV 2500) to deliver perishable and nonperishable foods to all current and future No Cost Grocery Program (NCGP) Partners in 15 zip codes around Denver. As a VC you are the face of DFR for our volunteers.

You are the person they see week after week. You will develop strong relationships that create value and trust with our volunteers. The variety of tasks you will perform on each route helps you stay engaged with the work and our mission of creating Health Equity **with** Denver Residents. With a focus on social justice and equity, this job description provides a broad overview of key responsibilities. It's not all-inclusive, and our DFR team culture emphasizes collective support. We believe in pitching in wherever necessary to ensure the entire organization and its staff flourish.

Primary Responsibilities:

- Responsible for food deliveries by Ebikes, the DFR van and personal vehicle. On the days they are scheduled the VC should ensure that all food rescue shifts are accomplished in a timely and proper manner.
- Maintain delivery equipment and facilities (i.e. cycling trailers and storage)
- Weekend availability required.
- Work in tandem with the volunteer team to respond to volunteer inquiries.
- Recruitment of volunteers: Assists with marketing events and networking
- Maintenance of an inclusive environment for all volunteers: The VC should excel at working with multiple personality types and utilize creative tools to ensure all people feel welcome in our community
- Provide orientation and training for new volunteers
- Providing ongoing support and motivation to volunteers: Communicates with volunteers on a regular basis, whether with several shift-mates or individually, to ensure positive morale.
- Volunteer Survey: The VC will assist in administering a survey at least once a year to assess the need and wants of our volunteers

Additional Responsibilities

- Promote DFR's volunteer program and Food Rescue Ride via bike shop visits, bicycle policy groups, and riding groups in the city
- Assist with data input for the e-cargo bike program, including: Mileage, greenhouse gas emissions saved
- General
 - Assist in events, tablings, small fundraisers
 - Assist the Program Director with analyzing and presenting a report summarizing the state and progress of the volunteering program
 - Will leave a detailed End of Shift (EOS) report on any bike, trailer, repair needs, volunteer issues, delivery issues etc. This EOS is to be shared with the Program Director and Operations Director

Skills and Abilities

- Bicycle Proficiency: DFR bike based volunteers ride 10+ miles and haul 200+ pounds on a trailer. While you won't have to do this every day, you will be training volunteers to

do this and joining them on occasion. Proficient bicycle maintenance skills are highly preferred

- Ability to lift up to 50 lbs on a regular basis to assist with moving food.
- Organization/Problem Solving: We deliver food 363 days per year using a team of 100+ volunteers. To coordinate this effort takes flexibility in work schedule and creativity in problem solving
- Excellent relationship building/interpersonal skills
- Excellent communication skills (written and oral)
- Ability to self-start, work independently as well as work effectively in a team
- Strong problem solving skills
- Strong organizational skills with an attention to detail and accuracy.
- Proficiency using CRM databases, volunteer management software, and Google Workspace

Desired Qualifications

- Strong commitment to DFR's mission and values.
- High levels of collaboration, integrity, compassion, and joy.
- Excellent verbal and written communication.
- Highly ethical, particularly in working with confidential or sensitive information,
- Flexible schedule outside of typical working hours, with the ability and willingness to work occasional nights or weekends as necessary
- Ability to provide own car, insurance, and valid driver's license, or other means of travel throughout the greater Denver area
- Comfort working with a diverse base of support and stakeholders, including, community leaders, volunteers, donors, other nonprofit organizations, agencies, and corporate partners
- Flexible and adaptive work style with the ability to thrive in a growing, dynamic, mission driven environment
- Detail-oriented and proactive approach to managing time-sensitive and competing workloads
- A willingness to support colleagues outside of one's primary responsibilities Emotionally intelligent and self-aware, including the ability to both ask for/receive and offer assistance or leadership when and where needed
- Open to and appreciative of feedback, responsive to direction and coaching
- Experience with or knowledge of social service/hunger issues is a plus
- Bilingual in Spanish and English a plus

Work Environment

- This position will operate in-person at the DFR office at 3840 York St #245 Denver Co 80205.
- This position requires you to work in a variety of community-based settings with individuals from various races, backgrounds, cultures, political and religious views.
- Shifts are scheduled based on the need of Denver Food Rescue. This position is required to be Colorado-based

- This position will require working and driving/biking in various weather conditions, including snow and rain
- Prolonged periods sitting at a desk and working on a computer

The Details

- Reports to: Program Director
- Compensation: \$24 per hour with a maximum of 40 hours per week
- Employment Status: This is a full time, non exempt position

BENEFITS:

- At Denver Food Rescue, we offer all full time staff a comprehensive benefits package designed to support and reward their dedication and hard work. This includes a competitive salary that reflects the importance of their role. We ensure their well-being through quality health care coverage, provided through Kaiser, with the premium fully paid by DFR. Recognizing the need for work-life balance, we offer an accrual of up to 4 weeks of Paid Time Off (PTO) in the first year of employment. To support your financial future, there's an IRA plan with a generous 3% employer match. We are committed to the growth of our leaders and provide ample leadership development opportunities. Additionally, after the initial three months, there are hybrid work opportunities, offering flexibility and a blend of in-person and remote work environments. These benefits are part of our commitment to valuing and investing in our team, ensuring that working with us is not only a career choice but also a life-enhancing decision.

Application Process

Please email your resume to letisha@denverfoodrescue.org

Resumes will be accepted through March 25, 2024. This position is set to begin April 1, 2024

Details Limitations and Disclaimer: The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position.