POSITION DESCRIPTION

JOB TITLE:	**Volunteer Coordinator**
STATUS:	**Full Time**
REPORTS TO:	**Volunteer Manager**
DIRECT REPORTS:	**Volunteers**
REVISED:	**March 2026**

POSITION SUMMARY

Volunteers are a strategic resource of Loudoun Hunger Relief – the duties they perform range from community food drives and fundraising, to working alongside our warehouse staff, to directly working with our program participants. Volunteers not only provide LHR with needed tasks and functions, but they are also ambassadors for us in the community and donors. The Volunteer Coordinator supports day-to-day activities for the volunteer program. Must be able to work in a fast-paced and team-oriented environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Daily Operations:

- Respond to inquiries from prospective volunteers about volunteering at Loudoun Hunger Relief
- Utilizes volunteer database to manage daily volunteer schedule and request substitutes as necessary
- Maintains volunteer space and equipment
- Enter volunteer hours in volunteer database and provide volunteer data as needed for reporting processes.
- Onboard and assist volunteers as needed

Ongoing Responsibilities:

- Creates and conducts volunteer training for new volunteers and retrains as required.
- Manages and creates new workflows in volunteer database and produces monthly volunteer reports.
- Attend staff meetings.
- Supports planning and implementation of annual Volunteer Recognition Event (usually held in April) and appreciation activities throughout the year.
- Mediate, counsel and/or solve problems with volunteers who may not be adhering to Volunteer Guideline and ensure volunteer handbook is up to date.
- Continue to ask for and respond to volunteer suggestions via conversations and surveys.
- Ensure that requirements for different volunteer job descriptions are continually met by volunteers (i.e. provide license and insurance information, before driving, age restrictions, etc.).
- Responsible for booking and sometimes leading group tours and volunteer events.
- Responsible for handling food drive inquiries, scheduling food drives, maintaining on-line food drive sign-ups, and coordinating drop off with appropriate warehouse staff.
- Coordinate and track hours of any community service volunteers (stockers, warehouse workers, etc.)

- Coordinate needs for special event volunteers with appropriate staff.
- Meet with Director of Operations and Community Care Manager weekly for any upcoming needs.
- Some weekend and evening hours may be required.
- Other duties as assigned.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED (Minimum education and experience needed to perform the job adequately)

- Comfortable interacting with a diverse community of people.
- MS Office skills and database management skills.
- Strong organizational skills and ability to manage multiple projects concurrently.
- Excellent interpersonal communication skills.
- Understanding of the role of volunteerism in a nonprofit setting.

ADA SPECIFICATIONS
This position may require lifting and carrying up to 40 pounds. Extended periods of standing and walking may be required.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.