



Volunteer Supervisor Position Description

Primary duties include recruitment, placement and coordination of volunteers, promotion of food bank programs and services, and assistance to the Executive Director and staff team.

Hours: Monday to Friday

8:00 AM – 4:00 PM

Occasional Evenings and Weekends will be required

Required Skill Set:

1. Supervisory Leadership Skills:
 - Direction and coordination of volunteers
 - Collaboration with Fund Development, Client Intake, and Operations for continuity and consistency in volunteer management, training, onboarding and recognition experiences
 - Accountable for supervisory level leadership of the volunteer portfolios of work
 - General organizational and delegation ability
2. Volunteer Management Experience
 - Supervisory skills to recruit, train, onboard, and recognize volunteers across IFB
 - Managerial aptitude to delegate volunteer related activities across IFB
 - Recruitment, onboarding, and coordination of volunteers
 - Accountability for upholding volunteer effectiveness across IFB areas
3. Communication skills – written, spoken, within a team and with the public
4. Computer skills – Microsoft Office Suite, Web/Social Media
5. Valid Driver's License
6. Must be able to satisfy Criminal Records Check

Job Description:

- Volunteer Coordination
 - Development of Annual Volunteer Continuity Plan
 - Development and Maintenance of Master Volunteer Training Manual/Videos/Systems
 - Training of volunteers on consistent IFB values and standard practices
 - Recruitment of volunteers
 - Volunteer placement and task assignment
 - Volunteer recognition
 - Regular volunteer collaboration check-ins with Team Leads to ensure optimal volunteer performance and utilization
- Community Engagement
 - Provide On-site tours to explain food bank programs and services
 - Attend Off-site events to promote food bank programs and services
 - Represent IFB at interagency meetings and collaborations
- Other
 - Assist with coordination of special events and fund-raising campaigns, as required
 - Act as part of the team and assist where needed
 - Additional duties as required by Executive Director

Please forward resume complete with cover letter and 3 references to info@interfaithfoodbank.ca, or mail or fax to the numbers listed above. Position to be filled as soon as a suitable candidate is found.