



Logistics Volunteer Coordinator

Basic Purpose: Under the direction of the Logistics Manager and with safety, efficiency, and customer service as a priority, the Volunteer Coordinator is accountable to facilitate projects that are based on need and priority from the Logistics customer orders and the master schedule.

Working Relationships: As an integral part of the Logistics team, this position works with personnel within the Operations and Development departments to assure that the Volunteer Rooms and areas are clean, prepared and aligned with the daily Volunteer Schedule. Assures the all Volunteers are safe, have clear direction, and are acknowledged for their contribution. Supports Logistics Coordinators and moves product to and from volunteer areas.

Major Responsibilities

- Adhere to logistics procedures, and regulatory-compliance.
- Prioritize and plan projects according to monthly Volunteer Schedule provided by the Development team.
- Support and setup Volunteer Projects in accordance with the demand provided by Operations Team.
- Proficient in Primarius and able to transform product in real time.
- Communicate project deliverables and process to the volunteers and maintain a safe and clean work environment.
- Acknowledge the volunteers efforts and results.
- Communicate issues and or needs related to volunteer rooms and projects.
- Other duties as required within the logistics function.
- Maintain AIB and Feeding America standards.
- In the event of a disaster all REFB staff are expected to be available for work once they have secured the safety of their homes and families.

SKILLS AND QUALIFICATIONS

- Ability to work with staff, customers and volunteers from diverse backgrounds.
- Ability to communicate effectively, verbally as well as in writing.
- Ability to establish and maintain effective working relationships.
- Ability to be proactive, take initiative and to work collaboratively.
- Deadline and detail oriented.
- Ability to understand and communicate processes and procedures.
- Ability to safely operate material handling equipment.