



EMPLOYMENT OPPORTUNITY

Job Title: DIRECTOR OF VOLUNTEER ENGAGEMENT

FLSA: Exempt

Supervisor: Executive Director

Position Description:

The Director of Volunteer Engagement is a member of the leadership team of Mama's Kitchen. Guided by the mission, vision and core values of the organization, the Director of Volunteer Engagement works collaboratively to support all departments, as appropriate.

The Director of Volunteer Engagement directs Mama's Kitchen's volunteer corps to ensure that it meets organizational needs to fulfill the mission. This is accomplished through effective recruitment, training and scheduling of volunteers. Additional responsibilities include tracking volunteer involvement, sharing volunteer statistics and other data, and reports and develop volunteer program goals and policies.

Primary Responsibilities:

1. **Determine Volunteers needs:** The Director of Volunteer Engagement will monitor current volunteer needs and anticipate future changes and plan accordingly.
2. **Recruit Volunteers:** When the organization needs new volunteers, the Director of Volunteer Engagement may use a variety of methods to attract suitable candidates including posting volunteer opportunities online or attend job fairs and will develop and implement a recruitment marketing plan.
3. **Conduct Volunteer Orientations:** Develop and implement Volunteer Orientation that includes info about the organization, the volunteer opportunities and tour of the building.
4. **Train Volunteers:** In addition to hands-on training for the specific duty, the Director of Volunteer Engagement will design and create handbooks, training manuals and other program materials.
5. **Schedule Volunteers:** The Director of Volunteer Engagement works closely with every department to ensure their volunteer needs are met and schedules those shifts. The Director of Volunteer Engagement ensures volunteer needs are met for special events, including Mama's Day. The Director of Volunteer Engagement will support event planners as appropriate.
6. **Create Reports:** To support executive, programmatic and financial reporting, the Director of Volunteer Engagement will create, update and maintain reporting as requested and as needed.
7. **Evaluate the Volunteer Program:** Develop and implement tool to assess effectiveness of volunteer program, volunteer experience and identify areas for improvement.
8. **Convene a Volunteer Advisory Committee:** Convene an advisory committee composed of current active volunteers, staff, and other stakeholders as appropriate.
9. **Recognize Volunteers:** Create and implement a comprehensive volunteer recognition plan that, among other things, acknowledges exceptional efforts, longevity of volunteerism, number of hours contributed annually, and other life events, as appropriate.

Other Duties: As assigned by Executive Director

Required Skills:

1. Extensive interpersonal skills and organizational skills to effectively interact with people from diverse walks of life
2. Collaboration with cross-functional teams
3. proficiency with Raiser's Edge or other volunteer management software
4. Ability to lift 50 lbs
5. Must have a dependable car, a valid driver's license, and proof of car insurance.

To Apply: Email resume and cover letter to jobs@mamaskitchen.org

Vision Statement:

We envision a community where all individuals with critical illnesses are no longer vulnerable to hunger.

Mission Statement:

Mama's Kitchen, a community-driven organization, believes that everyone is entitled to the basic necessity of life – nutritious food. Our nutrition services improve the lives of women, men, and children vulnerable to hunger due to HIV, cancer, or other critical illnesses.

Mama's Kitchen Core Values

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.