



Position Title: **AmeriCorps Vista** Mobile Food Bank and Home Delivery Volunteer Coordinator

Reporting To: Case manager/Special Assistant

Position Summary: The Mobile Food Bank and Home Delivery Volunteer Coordinator through **Americorps Vista** is responsible for developing a strategy to locate sites and events for our mobile food bank and home delivery program. He/she is directly responsible for creating the maps and channels needed for clients to get into our delivery system. The coordinator is also responsible for developing a strategy to recruit and retain volunteers for the program.

Program Details:

- Start and End Date: September 3, 2019 – September 3, 2020
- Full Time (40 hours a week including weekends)
- Living Allowance (\$1,084.44 monthly)
- Education Award or End of Service Stipend
- Health and Childcare Benefits
- Mileage Reimbursement for Service-related travel

Duties and Responsibilities:

- Build capacity by increasing the number of clients we serve by at least 3000 and to maintain 50 new volunteers that will help provide services to the program by August 2020 using a delivery system
- Develop an activity log that includes the poundage of food given away and the number of people being served along with:
  - Duties performed by the Vista Host and volunteers
  - Locations and number of mobile food bank services
  - Number of home deliveries
- Recruit and train new volunteers by providing resources and support
- Raise awareness in the community for the Mobile Food Bank program
- Coordinate deliveries within the community
- Implement data evaluation and reporting strategies

Qualifications:

- Effective oral and written communication skills
- Strong interpersonal skills, the ability to supervise and motivate volunteers and staff
- Strong analytical and problem solving skills
- Ability to work independently and as part of a team
- Sound computer skills including word processing and database management
- An understanding of the non-profit, voluntary and social services sector
- Ability to work flexible hours

## About Making a Difference Foundation (MADF)

MADF is a nonprofit, charitable organization with the mission to make a difference in the lives of others, one person at a time, by helping them acquire the most basic needs: food, housing, encouragement, and opportunity.

MADF is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

To apply please for a cover letter and resume to [Yvonne@themadfseattle.org](mailto:Yvonne@themadfseattle.org)