

Food Bank of the Rockies is looking for a Mobile Pantry Volunteer Site Coordinator



Food Bank of the Rockies (FBR) is looking for a Volunteer Site Coordinator for a new Mobile Pantry starting on **March 21, 2019**. A Mobile Pantry brings food directly to communities with a Food Bank of the Rockies refrigerated truck. Food will be distributed to the community free of charge and on a first-come, first-served basis.

The Mobile Pantry will be held in the parking lot south of North Suburban Medical Center at: 9065 Grant Street, Thornton, CO 80229. The Volunteer Site Coordinator will be needed on the **3rd Thursday of every month from 12:00pm-3:30pm** to oversee site operations.

Interested parties should contact Colin Fitzgerald, Mobile Pantry Supervisor at colinfitzgerald@foodbankrockies.org or 303.375.5853.

The Volunteer Site Coordinator works in partnership with the Food Bank of the Rockies driver to ensure the Mobile Pantry is executed in an efficient manner. Key responsibilities include greeting and training volunteers. Volunteer Coordinator will also work to ensure all clients receive food assistance in a highly respectful manner.

Site Coordinator Responsibilities:

The site coordinator will work in partnership with the FBR driver to oversee the distribution, supervise the volunteers and ensure all community members receiving food are treated with respect.

- The site coordinator will be responsible for ongoing communications with FBR and North Suburban Medical Center via phone and email. Periodic face-to-face trainings or meetings may be needed.
- The site coordinator will utilize the online Sign-Up Genius tool to ensure volunteers have signed up for distribution. If there are not sufficient volunteers, site coordinator should contact community partner at North Suburban Medical Center, City of Thornton and other community groups to request assistance sending out messaging requesting volunteers.
- Site Coordinator will ensure that volunteers sign in on FBR forms upon arrival and are provided with clear directions on volunteer tasks as well as thanking volunteers for their support & work.
- Site Coordinator will oversee that client information is collected in Link2Feed, which is secured client insight software. Site Coordinator should have computer entry skills to learn how Link2Feed operates.
- Site Coordinator will help to assist and ensure clients form a line to receive food in orderly manner to help provide a positive client experience.
- Site Coordinator will complete an annual online food safety and civil rights training with FBR.

Food Bank of the Rockies Responsibilities:

FBR will provide necessary resources for efficient distributions including a truck, driver, and food for distribution.

- FBR driver is the authority at all sites and is authorized to make final decisions.
- Provide a selection of food products in quantities allowing each household at least one of each item.
- Remove all excess product, trash, cardboard etc. at the end of the distribution.
- FBR will train the Site Coordinator and volunteers on how to set up and conduct an efficient distributions.

The Mobile Pantry site, its volunteers and clients agree it will not engage in discrimination, in the provision of service against a person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.

All clients will be treated with the utmost of respect and courtesy.