



**The Lethbridge Food Bank**  
**1016 2nd Ave S, Lethbridge AB**  
**T1J 0C9**  
**[www.lethbridgefoodbank.ca](http://www.lethbridgefoodbank.ca)**

### **Volunteer & Events Coordinator**

The Lethbridge Food Bank (LFB) is a not-for-profit organization established in 1982 to serve the needs of the community in Lethbridge and the surrounding areas. The LFB team works in cohesion to not only provide the fundamental need of food security but to help our clients grow and self-sustain.

The Lethbridge Food Bank is seeking to fill a full-time Volunteer & Events Coordinator position. The full-time Volunteer & Events Coordinator position is responsible for finding, orienting, training, and scheduling Volunteers. The Volunteer & Events Coordinator is also responsible for planning and coordinating events that are held by Lethbridge Food Bank or on behalf of Lethbridge Food bank and assisting Executive Director in related areas. This position reports directly to the Executive Director. Occasional evenings or weekend work may be required.

#### **Some Responsibilities include:**

- Volunteer Coordination
  - Work with all departments to fulfill volunteer needs
  - Recruit and screen volunteers
  - Track hours, and submit statistics to Executive Director
  - Integrate and maintain volunteer policies
  - Post and maintain weekly volunteer schedules
  - Be the volunteer contact, and mediate any issues that may arise for volunteers
  - Create volunteer and staff engagement events/activities
    - Plan volunteer appreciation events
- Event Management and Maintaining social media/website
  - Promoting events on social media and website
  - Organizing events, and volunteers for events
  - Coordinate and be the contact person for events
- Cross-train in all departments
  - Provide coverage for other positions in the event of absence
- Ensure Lethbridge Food Bank policies are being followed
- Providing general team support

#### **Specific skills and qualifications:**

- Organized
- Attention to detail
- Excellent communication skills
- Positive attitude
- Ability to work with high acuity individuals
- Ability to lift 30 - 60 lbs