



Position Title: Volunteer and Food Market Coordinator

Department: Social Services - Lincoln

FLSA Status: Exempt Salaried

Location: Lincoln, Nebraska

Reports to: Regional Director of Social Services - Lincoln

Date Created: April 2021

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Volunteer and Food Market Coordinator will oversee the daily operations of the CSS Food Market, work with volunteers for the Agency, and ensure partnerships and outreach within the community.

Essential Functions:

- Pursue opportunities that will increase outreach in the community, such as partnerships with schools, universities, and parishes to recruit volunteers.
- Manage the volunteer application process, verify and document background checks and required insurance training for all agency sites.
- Conduct volunteer interviews and orientation for the Lincoln site.
- Maintain the volunteer database to ensure all volunteer-led projects are achieved and that hours are properly tracked for Lincoln, Auburn and Imperial.
- Maintain an ongoing relationship with CSS programs and volunteers to ensure a positive experience.
- Represent, communicate, and integrate authentic Catholic teaching in the provision of volunteer, clients, and community engagements.
- Coordinating daily operations of the food pantry.

Program Functions:

- Organize logistics for daily meals offered to the homeless and working poor of downtown Lincoln by coordinating volunteers and donors.
- Coordinate with the Food Bank of Lincoln and participating Catholic schools for the food market program and aid in distribution.
- Manage the inventory of the food pantry and oversee care of the greenhouse.

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- Communicate to schools, parishes, and others the needs of the homeless, working poor, and other CSS clients.
- Foster partnerships that continue to promote CSS's efforts to build a healthy Lincoln.
- Must be knowledgeable about the Catholic Church and support its moral and religious teachings.
- Assist the front desk as needed.
- All other duties as assigned.

Preferred Competencies:

- Communication; written and verbal
- CooperationTeamwork
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

Qualifications:

High school diploma or general education degree (GED); or six to twelve months related experience and/or training; or equivalent combination of education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk and hear. The employee must regularly lift and/or move up to 25 pounds.

Working Environment:

While performing the duties of this job, the employee is frequently exposed to inside and outside weather conditions. The noise level in the work environment is usually moderate.

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