



Volunteer Center Associate

Second Harvest's Mission:

Fighting hunger, feeding hope: Second Harvest brings community resources together to feed people in need through empowerment, education, and partnerships.

Purpose of Position:

- The Volunteer Center team works to ensure our volunteers have an exceptional experience throughout their time at our facility volunteering in the sort room.
- Our Volunteer Center packages our donated food products into smaller, family-sized quantities that allow for other members of the Supply Chain team to distribute to our agency network.

Job Description:

- Full time position at our Spokane Distribution Center.
- Work with your supervisor to prepare the Volunteer Center and sort room prior to sorts. This requires preparing volunteer check in, setting the sort room up with tables, bins, totes, racks, etc., and sanitizing between sort groups.
- Responsible for ensuring we are maintaining a safe, clean, and engaging environment while maintaining compliance of policies in accordance with AIB, USDA, WSDA, and other regulatory agencies.
- Interacts with the volunteers throughout their time volunteering by greeting, checking-in, orientation, and providing direction in the sort room. May also assist volunteers during the sorts by moving pallets of product in and out of the room and cleaning up after a sort has finished.
- Responsible for working with and explaining the tasks of the sort to volunteers prior and during the sort time, help supervise volunteers while in the volunteer center, and assist the team with sanitization when necessary.
- Performs all other duties and responsibilities as assigned or as necessary.

Qualifications:

- Strong candidates are confident and comfortable with speaking to groups and oversight of volunteers. Must be attentive, good communication skills, and able to follow directions.
- Successful Second Harvest employees are engaged in the mission, enjoy challenging work, and thrive on strong teams.
- Individual must have reliable transportation to and from work.
- Candidate must pass a pre-employment background check and pre-employment drug screening.
- Starting wage is \$18.00 per hour plus benefits.

Please apply through our Indeed posting: <https://www.indeed.com/job/volunteer-center-associate-6757909bd96baf37>

All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, creed, marital status, age, the presence of any sensory, physical, or mental handicap, status as Vietnam era veteran or disabled veteran, or because of an individual's sexual orientation.