



The Foodbank of Santa Barbara County is committed to being leaders in Community Leadership, by bringing members of our community into our organization and giving them significant responsibility and involvement in running programs, task forces and work groups. By doing so, we can scale our activities to a degree sufficient to end hunger and transform the health of the community through good nutrition.

**I. JOB TITLE Community Engagement and Backyard Bounty Coordinator**

Reports to: Director of Community Engagement

Status: Full-time, non-exempt

Location: Santa Barbara Warehouse

**II. JOB FUNCTION** – The Community Engagement and Backyard Bounty Coordinator is responsible for volunteer communications on a daily basis regarding the recruitment, placing, scheduling and retention of community volunteers working at the South County Foodbank Warehouse and through the Foodbank’s Backyard Bounty program. This individual also oversees the logistics and communications for the Backyard Bounty program, which rescues local produce across the county for the benefit of those in need in our community. This individual will also be responsible for Food Drive operations in the South County.

**III. PRINCIPLE DUTIES AND RESPONSIBILITIES**

**Community Engagement and Volunteer Coordination**

1. Lead all facets of the volunteer lifecycle - including the recruitment, placement, scheduling, orientation, training, and retention of community volunteers and leaders for organizational needs, programs, and activities - in South County.
2. In partnership with the Director of Community Engagement and Development team, help build a network of community contacts, including community organizations and corporations, to help fulfill volunteer needs.
3. Contribute to all aspects of volunteer communications and public relations, including online volunteer registration and scheduling; maintenance of the volunteer webpage; social media and eNewsletter content production; and oversight of community food drives.
4. Represent the Foodbank in the community at outreach events and assist with volunteer appreciation initiatives including events and recognition.
5. Assist in warehouse operations, including volunteer supervision, as needed.

**Backyard Bounty Management and Coordination**

1. Manage produce donation requests from the first donor inquiry through scout, harvest, and warehouse intake, including pickups of already gleaned produce and at farmers markets through collaboration with the Warehouse and Backyard Bounty Assistant.
2. Oversee harvest schedule and assist community members in organizing gleans, partnering with other local gleaning organizations.
3. Maintain donation records for Backyard Bounty using inventory database.
4. Schedule and help with recruiting, retention, and appreciation of Backyard Bounty volunteers.
5. Identify and recruit community Glean Leads.
6. Conduct outreach among existing and prospective Backyard Bounty donor base to ensure consistent produce donations and glean opportunities.
7. In coordination with the Director of Community Engagement and the Community Engagement Coordinator



in North County, support a plan to increase Backyard Bounty's presence in North County through partnerships and/or volunteer engagement around the program.

8. Lead gleans as needed.

**IV. EDUCATION AND EXPERIENCE**

- Bachelor's Degree or equivalent education in Communication, Sociology, or similar field
- 3 - 5 years of customer service, volunteer management or nonprofit experience
- Knowledge of volunteer recruitment, supervision, and retention practices a plus
- Some management experience a plus
- Experience with event planning

**V. SKILLS AND ABILITIES**

- Ability to meet deadlines while managing multiple tasks and requests
- Proficient and effective in written and verbal communication skills, including public speaking and presentations as well as engaging with individuals one-on-one
- Ability to work collaboratively in a team and across departments in an organization
- Ability to self-direct and complete tasks with minimal oversight
- Ability and willingness to actively assist (hands-on) in volunteer activities as needed
- Proficient with the Microsoft Suite Software, email, social media; Word Press and Mail Chimp experience a plus. General computer, tech, and software proficiency
- Ability to work nights and weekends as needed
- Bilingual, a plus
- Able to lift 50 lbs.
- California Drivers License and ability to drive a pick-up truck
- Ability to pass a pre-employment physical and drug screen

The Foodbank of Santa Barbara County embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.