

## Whitewater Grocer Co Volunteer Coordinator



### Location

The location of this position varies and is flexible. The Whitewater Grocery Co (GroCo) Volunteer Coordinator (VC) is able to work from home, but may also be required to work throughout the community at various locations and events. The VC will be a member of the Outreach and Ownership Committee which holds regular meetings at the Whitewater Innovation Center.

### Purpose of the Position

The purpose of the GroCo VC is to organize and manage the pool of volunteers throughout the GroCo's database. The VC is expected to delegate and maximize the talents and knowledge of the individuals who have given their time to this important endeavor. This role is vital in the overall success of the GroCo's mission.

### Responsibilities and Duties

The VC will manage a database of volunteers. It is the responsibility of the VC to assess the talents and knowledge of the database and apply those attributes accordingly. The VC will continually monitor the volunteers and make adjustments as required.

### Qualifications

The GroCo VC will have previous experience managing a number employees or volunteers for an organization. The VC will be detail-oriented, precise, dynamic, and resourceful. Experience with Microsoft Excel, Nationbuilder, project management software, and general social media platforms are preferred.

### Commitment Expected:

The time commitment expected from this position will vary based on events. An estimated commitment of 5-10 hours per week is typical.

### Training and Support:

Training and support will be provided by the Whitewater Grocery Co Board of Directors. Additional training materials and support will be provided by the Food Co-op Initiative when applicable. The VC will also be encouraged to attend the annual Up and Coming Food Co-op Conference hosted by the Food Co-op Initiative.