



Volunteer Coordinator

About Capital Roots

Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all.

TITLE: Volunteer Coordinator

REPORTS TO: Program Manager

OBJECTIVE: Organization and coordination of the volunteer program for Capital Roots.

QUALIFICATIONS:

- Associates degree or more required
- Demonstrated ability to work in a fast paced environment and attention to detail.
- Excellent communication skills, both verbal and written.
- Demonstrated organizational skills.
- Must possess excellent computer skills (MS office products, web and database).
- Be committed to the mission of Capital Roots.
- Must be flexible and comfortable dealing with various constituencies

RESPONSIBILITIES INCLUDE:

- Recruit and organize volunteers and interns to assist with projects and events
- Manage volunteer database and volunteer hours log
- Run monthly volunteer orientations
- Provide staff support to the Volunteer Committee
- Occasional evening and weekend hours

SALARY & BENEFITS:

- This position is a full-time position (40 hours per week) paid at an hourly rate of \$13.00/hr.
- Comprehensive health care coverage with fully covered employee premiums and low-cost co-pays and deductibles.
- Generous time off annually that includes paid holidays, vacation, sick time, and personal days.
- Employer funded pension plan - company contributions begin after 2 years of employment
- Eligibility for the federal government's Public Student Loan Forgiveness program
- Flexible work environment.

To learn more about Capital Roots, go to www.capitalroots.org. Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We encourage all qualified candidates to apply. We will not discriminate in our hiring on the basis of race, ethnicity, national origin, age, gender, religion, sexual orientation, or disability.

Send cover letter and resume to:

Sharon DiLorenzo, Program Manager

Capital Roots

594 River Street, Troy NY 12180

Or by email: rees@capitalroots.org

NO CALLS PLEASE!