

## **Delivery Volunteer Coordinator** **can be done remotely**

Back-end organizing of the volunteers scheduled to deliver. This job can be performed remotely. Delivery volunteers are encouraged to deliver regularly throughout the school year, and they receive training in advance.

The Delivery Volunteer Coordinator will:

- Work closely with the VP of Deliveries, who is responsible for creating the volunteer signup sheet and recruiting delivery volunteers.
- Monitor Sign-Up Genius to ensure all volunteer dates are filled at least two weeks in advance and that there are sufficient volunteers to cover the volume of orders.
- Review orders.
  - Generate delivery lists for the scheduled volunteers.
  - Using a customized template email, send the delivery information to the scheduled delivery volunteer, the Bakery Coordinator, and the VP of Deliveries. Follow up if a scheduled delivery volunteer does not confirm.
- If a volunteer neglects to pick up an order, the bakery will notify you, the Bakery Coordinator, and/or the VP of Deliveries. Trouble shoot together and let the bakery know how missed items will be handled.
- At the end of the year, prepare a program report and submit it to the VP of Deliveries, who oversees the Deliveries program and can assist as necessary.