



**JOB DESCRIPTION**  
**Part-Time Volunteer Associate**  
**Location: New York, NY**

New York Common Pantry is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education, and hygiene services. We are a dynamic, mission-driven organization, experiencing rapid growth and expansion at this time.

New York Common Pantry (NYCP) is a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests each year. Last year, we served almost 8 million meals. Through an array of programs that we offer, we look to establish long-term stability for those we serve.

NYCP depends heavily on volunteer work for many of its programmatic functions. We are seeking a Volunteer Associate to work with our volunteer crews. The Volunteer Associate will report to the Volunteer Manager. The Volunteer Associate will be located at the East Harlem Choice Pantry at 8 East 109th Street and will occasionally work at Choice Pantry Bronx at 1290 Hoe Avenue. Core duties include recruiting for volunteer opportunities, scheduling volunteers, recording data in Volunteer Hub, and welcoming and orienting volunteers to NYCP programs.

This position is Part-Time and is regularly scheduled to work 25 to 30 hours per week. The work schedule is from 8:30 am to 3:30 pm (1-hour lunch), Monday to Friday, plus flexibility for occasional weekend and evening hours.

**Responsibilities:**

- Greet and orient volunteers ranging from students to corporate executives on a set schedule at NYCP program locations.
- Regularly monitor Volunteer email accounts and respond to volunteer program inquiries on a timely basis.
- Recruit volunteers through visits to schools, businesses, and community organizations at fairs and presentations.
- Be the point of contact for drive-related activities.
- Update volunteer calendar; work on approving and confirming volunteer spots.
- Help with all aspects of events - volunteer recognition and appreciation.
- Coordinate with New York Cares on volunteer recruitment.
- Perform data entry and run reports.
- Occasional receptionist/administrative duties may be required.
- Other responsibilities as assigned.

**Qualifications:**

- A minimum of a high school diploma (college degree preferred).

- A minimum of three (3) years of experience in an office setting. Experience working with volunteers is a plus.
- Commit to helping the communities in need and NYCP's work and mission.
- Proficient with databases, ideally Raiser's Edge or VolunteerHub, and MS Office/Google Workplace.
- Comfortable with public speaking and working and interacting with a diverse population.
- Culturally sensitive and able to self-start.

*This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.*

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected and the organization can safely operate.

**To Apply:**

Please submit your resume and cover letter to: [jobs@nycommonpantry.org](mailto:jobs@nycommonpantry.org)

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department  
New York Common Pantry  
8 East 109th Street  
New York, NY 10029

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

**Pay:** \$17.50 - \$20.00/ hour

**Benefits:**

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays