



Volunteer Engagement Coordinator

OUR MISSION: Hand2Hand delivers nutritious food to students over the weekends and on extended school breaks by mobilizing churches, schools, individuals, and businesses to join together, providing hope and opportunity to thrive.

OUR VISION: Every student in West Michigan, from early childhood through high school, will have a weekend food opportunity.

About Hand2Hand

At Hand2Hand, we believe every child deserves to feel seen, cared for, and loved—especially during the moments when support can feel hardest to find. When school doors close on Friday, many children face a weekend filled with uncertainty, and we exist to step into that gap with compassion and hope.

Hand2Hand is a Christian, faith-based nonprofit that provides food and encouragement to children over the weekend. Each week, we serve up to 12,500 students in 285+ schools across 8 counties, meeting the need during the most vulnerable 68 hours of a child's week so they can return to school on Monday nourished, supported, and reminded they are not alone.

Reports to: Laurie Gordon- Volunteer Engagement Manager

Hours: Mondays and Wednesdays; 12-15 hours/week during the school year, with reduced hours during June-July

Salary: \$18-21/hr (commensurate with experience)

Applications Accepted: August 13 through August 28

Job Purpose & Description:

The Volunteer Engagement Coordinator will develop and lead volunteers into becoming resources in partnership with Hand2Hand. This position reports to the Volunteer Engagement Manager.

Hand2Hand Core Values

At Hand2Hand, we seek to uphold and model our core values in all interactions and decisions:

- Prayer-Focused – We seek God's guidance in all we do, grounding our work in prayer and trust.
- Wise Stewardship – We thoughtfully and responsibly steward the resources entrusted to us, honoring donors, partners, and the mission.
- Relational Partnerships – We value meaningful relationships and collaboration with churches, schools, donors, volunteers, and one another.
- Servant Leadership – We lead with humility, compassion, and a heart to serve, putting others first as we work together to deliver hope.

Key Responsibilities

1. Volunteer Engagement & Retention: Responsible for enrolling & retaining new volunteers through building relationships and sharing the importance of their role in Hand2Hand. Celebrate generosity and be mindful of volunteers who could become financial donors making introductions to the Development & Communications Team for further partnership. Help develop, train and coordinate a core volunteer team.

2. Volunteer Engagement & Placement: Partner with departments across the organization to identify volunteer needs and thoughtfully recruit, place, and coordinate volunteers in roles that align with their unique strengths, interests, and gifts. Cultivate meaningful service opportunities that create an exceptional volunteer experience while advancing Hand2Hand's mission and organizational goals.

3. Packing Event Coordination: Coordinate and lead onsite and offsite volunteer packing events from planning through completion. Create an engaging volunteer experience by serving as the face of Hand2Hand by welcoming participants, sharing our mission and impact, and inspiring volunteers to connect with our work. Ensure successful event execution by managing logistics, directing volunteers, completing post-event follow-up, maintaining accurate volunteer records, and overseeing event cleanup and evaluation.

4. Administrative: Maintain accurate volunteer and community engagement data within the donor management system, ensuring records are current and actionable for reporting, tracking engagement metrics, and measuring the impact of volunteer involvement.

5. Communication: Assist with answering phone calls and greeting visitors as needed. Assist with volunteer communications - ie. newsletters, emails, invites, etc.

Qualifications

- At least 3 years of experience in community engagement, volunteer coordination, or comparable experience
- Excellent writing and public speaking skills
- Exceptional interpersonal skills with the ability to interact with all levels of volunteers
- Demonstrated ability to successfully manage a variety of projects simultaneously, at a fast pace
- Flexibility to work a variety of tasks within a day with a team as well as independently
- Proficient in Google Workspace, Microsoft Office, and a general knowledge of technology
- Willing to travel within West Michigan (mileage to be reimbursed)
- Ability to think creatively, develop plans, research, and take responsibility for results
- Ability to lift 30 pounds
- Ability to learn and use donor and volunteer management software
- Willing to train and follow proper safety protocol when using warehouse equipment such as carts and pallet jacks

Benefits

- Competitive hourly pay based on experience and qualifications
- 403b with Employer Match
- Professional development opportunities
- A supportive and faith-centered work environment

Hand2Hand is an equal-opportunity employer. We encourage individuals of all backgrounds to apply

If this role sounds like a great fit, we'd love to hear from you. Please send your cover letter and résumé to Amy Deel, Operations Manager at deel@h2hkids.org.