

TEEN FEED IS NOW HIRING

# Volunteer Services Manager

**TEEN FEED**



## Location

Seattle, WA – hybrid, within driving distance of Seattle’s University District.



## Posting Date

April 21, 2026

Applications will be reviewed and considered on a rolling basis – early applications encouraged.

Interviewing anticipated to take place late April to early May.

Anticipated start date is mid May.



## Pay Range

Pay: \$62,000 annual salary [\$62K salary encompasses a \$6K stipend intended (but not required) for healthcare use]

\*Salary + stipend anticipated to increase starting new fiscal year 7/2026

**Teen Feed** is seeking our next Volunteer Services Manager to nurture our vital volunteer community – volunteers are the lifeblood of Teen Feed, and essential to our operations. This is a full-time non-exempt position. You will serve on the leadership team, be a key player in strategic planning while representing volunteer voices, and lead volunteer recruitment, scheduling, and management.

Although our programming happens every day in-person, the full-time staff are hybrid, working remote as needed. This would be a great position for someone who has managed volunteers, worked in nonprofits, worked in kitchens/restaurants/service industry, customer service, social work, or recently finished a term with AmeriCorps/PeaceCorps and wants to break into the nonprofit sector.

## What makes this role special?

You are the primary relationship holder for our volunteer corps, giving passionate members of the greater Seattle community a way to support their houseless, food insecure youth neighbors with meals, basic needs, and advocacy. You’ll be joining a team that believes all people are entitled to the basic human rights of health, safety, and self-determination – that access to nourishing food, community, and resources is a human right. This role offers the opportunity to meet and foster relationships with individuals from all walks of life.

**APPLY NOW**

TEEN FEED IS A 501c3 EQUAL OPPORTUNITY EMPLOYER EIN 94-3034862



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Questions? Email: [recruitment@teenfeed.org](mailto:recruitment@teenfeed.org)

## About Teen Feed

Teen Feed works with the community to **offer** support to meet basic needs, **build** strong relationships, and **ally** with houseless and food insecure youth as they meet their futures off the streets. Teen Feed's three integrated programs operate on the principle that when youth have consistent contact with safe and non-judgmental adults, they are better able to take on life's challenges.

## The Teen Feed Team

We are a small but mighty team! Collectively we have diverse backgrounds complimentary to the work of Teen Feed, and we are a mission-driven, no-drama, compassionate group. Our workplace culture is flexible & "go-with-the-flow" (you never know what a night at Teen Feed will hold!), while being organized and communicative. We view one another as holistic human beings – not "just" coworkers.

## Compensation & Benefits

- **Annual salary \$62,000**
- \$62K salary encompasses a \$6K stipend intended (but not required) for healthcare
- Salary + stipend anticipated to increase starting new fiscal year 7/2026
- This is a full-time W2 position expected to work 40 hours a week
- Two hours of each 40 hour work week are allotted for paid self-care time
- PTO: First year:132 Hours; Second year: 132 Hours; Third+ years: 172 Hours
- Paid Holidays: 13 paid holidays/year
- Sick Leave: Full-time Employees Receive Washington Paid Sick Leave (WPSL) hours each year: 52 Hours. WPSL accrues at one hour of WPSL for every 40 hours worked as an employee.

## How to Apply:

- Apply Here:  
<https://teenfeed.my.site.com/forms/s/staff-application>
- Online applications only, please no email or paper submissions. You will be asked to upload a cover letter and resume. In your cover letter, please describe how your experience, skills, and goals are a fit with both this position and Teen Feed's mission.
- **Applications will be reviewed and considered on a rolling basis – early applications encouraged.**
- All applications will be acknowledged via an email confirmation. Consideration will be given to applications as soon as they are received; interviewing anticipated to take place late April to early May. Anticipated start date is mid May.

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## Essential Duties:

### Volunteer Management & Administration - Primary (60%)

- You'll author, maintain, and carry forward all volunteer schedules (internal & external), recruiting for volunteers on a rolling basis to maintain volunteer schedule coverage
- You'll serve as the primary staff liaison for all volunteers (and their digital paperwork), with an emphasis on logistical digital correspondence & cross-program volunteer onboarding, training, communication, and retention
- You will directly supervise the Kitchen Coordinator (KC) & Volunteer Services Support (VSS) staff members, who coordinate kitchen program logistics (KC), and respond to all general volunteer inquiries (VSS)

### Community Outreach & Diverse Recruitment (30%)

- You'll lead Teen Feed's volunteer recruitment, including attendance/tabling at local events, to share Teen Feed's services and mission with the community, and promote our volunteer opportunities to diverse communities across Seattle
- You will actively outreach to corporate groups and businesses to leverage: volunteer hours matching, in-kind donations, corporate volunteerism grants, and corporate foundation connections
- You will lead regular volunteer meetings, including monthly orientation, info sessions, and annual volunteer appreciation events

### Systems Creation, and Training Facilitation (10%)

- You will maintain, develop, and streamline systems (Salesforce, Google Drive) around volunteer onboarding, paperwork, scheduling, and communication, in collaboration with our Salesforce consultant(s)
- You'll serve as an in-house facilitator, training your coworkers on system updates and collecting feedback
- You'll partner with your coworkers to make updated, pertinent, regular training opportunities available to our volunteer corps

## Position Structure and Details:

The Volunteer Services Manager will report to the Administrative Director, and work 40 hours per week. A balance of weekday daytime availability and periodic weekend/evening availability is needed to attend meetings, interview volunteers, and at times be present on site at Teen Feed's programming. Asynchronous work can be completed on your schedule. While we work hybrid, (after your first few months of onboarding) the Volunteer Services Manager should expect to attend in-person meetings & Teen Feed programming in Seattle a minimum of twice per week on average.

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## The Candidates We Seek:

We are looking for candidates who are eager to work with individuals from all walks of life, and who are passionate about connecting those individuals to volunteer opportunities that will be fulfilling and have a positive impact on our guests. We seek candidates who are excited to be a part of a small organization and close team. Our ideal candidate is ready for a challenge and excited for a role where they can learn and grow.

We are seeking candidates who:



Have **stellar written and verbal communication skills**, with a strong background in **volunteer management and/or customer service/industry**



**Value curiosity, learning, and growth** – for themselves and everyone they work with, especially as it pertains to servant leadership, philanthropy, systems improvement, and nonprofit organizational structures



Are **inherently detail-oriented**, paying excellent attention to detail and maintaining high standards



Are **comfortable working both independently and collaboratively**, autonomously, while also knowing when to ask for support



Can **manage multiple priorities and timelines** and high-volume volunteer correspondence with positivity, flexibility, and composure



**See diversity as central to a strong, equitable volunteer corps** that represents the guests we serve, and embrace the continuous reflection and learning that commitment requires.

## Necessary Experience

- **Volunteerism** – ideal candidates will have previously managed volunteers, while also having first-hand volunteer experience themselves
- **Administrative experience** - working in coordination and operations/programmatic roles
- **Technology proficiency** - in Google Suite (Gmail, Drive, Docs, Sheets, Calendar, Google Meet, Admin Console), and ability to learn new platforms quickly. Experience with Salesforce is helpful
- **Programming and organizational management** - including scheduling
- **Nonprofit familiarity** and work experience - have at least 2 years experience in the nonprofit sector as a volunteer, staff, or both

## Job Requirements:

- Ability to obtain Washington State Food Worker card
- Valid Washington State Driver's license
- Ability to pass Washington State Background Check
- Ability to lift/carry 40+ pounds up/down stairs
- Ability to sit/stand as needed, ability to stand/walk for 4+ hours frequently
- Ability to work periodic evenings, weekends, and holidays in-person

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