



## Green City Market: Volunteer Manager

### Who We Are

Green City Market mission is to secure a resilient local food system rooted in farmer support, edible education, and food access for all. We uplift small and sustainable farms, teach Chicagoans where their food comes from, and ensure every community, regardless of income, can access fresh, locally grown food.

### The Role

Green City Market is creating a new Volunteer Manager role during a period of organizational growth, including the expansion of programs and the opening of our permanent Montrose space. More than 400 volunteers support our outdoor markets, education programs, events, farm visits, and daily operations across multiple locations.

This role is responsible for shaping and leading a cohesive volunteer program for a highly public-facing organization. The Volunteer Manager ensures volunteers are welcomed, prepared, and meaningfully engaged, while staff have the reliable people power needed to deliver mission-driven work.

The Volunteer Manager provides day-to-day leadership for volunteer operations, supervises the Volunteer Coordinator, and **works closely with the Programs and Development teams** to align volunteer engagement with program delivery, events, and relationship-building across the organization.

Success in this role means volunteers feel welcomed, supported, and connected to Green City Market's mission, and are prepared to engage confidently with the public.

### Key Responsibilities

*Note: These responsibilities describe the general scope of the role and are not intended to be exhaustive. The position will evolve as programs grow and the permanent location comes online.*

#### Lead the Volunteer Program

- Shape and implement GCM's volunteer strategy for markets, programs, events, and the permanent space.
- Build a welcoming and inclusive volunteer experience where people feel valued, not transactional.



- Support volunteers on-site at markets, special events and at the permanent Montrose location.

### **Recruit, Train, and Support Volunteers**

- Grow and steward a volunteer community of 400+ individuals
- Lead onboarding, training, and communication so volunteers understand their roles and impact.
- Develop volunteer roles that meet the needs of markets, education programs, food access work, events, and daily operations in the permanent space.

### **Supervise and Strengthen Daily Operations**

- Provide direct supervision and support to the Volunteer Coordinator.
- Oversee scheduling, shift coverage, and volunteer check-in processes across all locations.
- Build systems that help staff coordinate with volunteers in a clear, consistent way.
- In partnership with Programs & Development create new volunteer opportunities for our community
- Work with staff to create a warm, community-centered environment at all GCM locations and events

### **Manage Data and Reporting**

- Maintain and update GCM's volunteer database/CRM system.
- Track volunteer hours, retention, and feedback, and provide regular updates to the Program Director.
- Use qualitative and quantitative data to strengthen volunteer engagement and communicate impact to partners and funders.

### **Qualifications**

- **2+ years of experience leading teams or volunteer programs that support large, ongoing operations over time**, coordinating dozens of people across multiple shifts, locations, or program areas in busy, public-facing environments such as hospitality, events, markets, education, retail, or community spaces.
- Experience supporting multiple locations or program areas (markets, events, indoor spaces, etc.).
- Experience using and maintaining volunteer databases/CRM systems.
- Warm, inclusive communication style and ability to build strong relationships.
- Organized, steady, and able to manage multiple moving parts.
- Availability to work Wednesdays and Saturdays during the outdoor market season.
- Alignment with GCM's values: nourishment, connectivity, equity, sustainability, and diversity, and joy



- Bilingual or multilingual skills (for example: Russian, Polish, Spanish, Mandarin, Cantonese) are a plus but not required
- Ability to lift 50lbs, stand for long periods of time and excitement to work outdoors in a variety of weather conditions
- Proficiency in using computer and cloud-based tools (Google Suite, Slack, PC and Mac OS)
- A valid Drivers License and access to reliable transportation

### **Compensation & Structure**

- **Position type:** Full-time, exempt
- **Salary range:** \$57,000- \$60,000 annually
- **Paid Time Off:** 20 vacation days accrued each year, 10 floating holidays, 10 sick days, plus annual year-end closure
- **Benefits:** 85% Employer-paid premium Medical, dental, and vision insurance; 401k with employer match; monthly mobile stipend; professional development support
- **Schedule:** Primarily Tuesday through Saturday with regular presence at GCM Wednesday & Saturday outdoor markets, events, and evening or weekend programs during peak fundraising season
- **Work Environment:** Flexible work environment offering occasional work from home, and required in-office opportunities at our brick and mortar location in North Center. Must be able to attend outdoor markets in Lincoln Park and West Loop, as well as special event locations in Chicago and at farm locations throughout the Midwest.
- Reports to: Program Director

### **Equal Opportunity Statement**

Green City Market is an equal opportunity employer and is committed to building a team that reflects the diversity of our community. We encourage candidates of all backgrounds, identities, and experiences to apply. We celebrate diversity and are dedicated to creating an inclusive environment where all employees feel valued, respected, and supported.

### **How to Apply**

To apply, please follow this [link](#) In your cover letter, please share why you are drawn to Green City Market's mission, what you can bring to this role, and how our organization will benefit from your leadership and experience.

### **Timeline**

- Applications will be open through Feb 14th.
- Application review: **February 1st**
- Anticipated start date: **March 3, 2026**

Applications will be reviewed on a rolling basis, with early submissions encouraged.