



Join the Green City Market Team as our Volunteer Coordinator!

Full-Time, Exempt | Hybrid | Reports to Operations Manager | Chicago, IL

About Green City Market

Green City Market (GCM) is a nationally recognized nonprofit dedicated to deepening support for small family farmers, educating consumers and the next generation of eaters, and increasing access to local, healthy, sustainable food. Learn more about our history and future at www.greencitymarket.org.

Culture

At Green City Market, all of our community members must abide by our [Community Commitment](#). This agreement is one way we set expectations around our culture. We are sustainable, inclusive, connected, respectful, knowledgeable, and communicative. We encourage you to read our Community Commitment before applying to get a better understanding of how we work with one another.

Opportunity Overview

The Volunteer Coordinator plays a vital role in building and sustaining a vibrant community of volunteers who support Green City Market's mission across all programs and market locations. This role is responsible for volunteer recruitment, scheduling, training, retention, appreciation, and administrative reporting. As the first point of contact for volunteers, this person will be a warm, enthusiastic ambassador for GCM, helping ensure every volunteer has a meaningful and mission-aligned experience.

This role reports to the Operations Manager and collaborates with the Programs Team to meet weekly volunteer needs to support our Farmer Support, Food Access and Edible Education programs.

Key Responsibilities

Leadership

- Display a deep commitment to diversity, equity, and inclusion
- Participate actively in regular check-ins, 90-day reviews, performance improvement plans and annual performance evaluations
- Contribute to a collaborative, positive, and professional work environment for the organization and its stakeholders
- Effectively and passionately communicates GCM's vision to the broader community
- Build positive and intentional relationships with key stakeholders including vendors, volunteers, shoppers, culinary community, and more to sustain GCM's mission
- Support the monitoring of organizational communications channels (e.g. phone, email, mail) as needed



Overall Volunteer Program Coordination

We anticipate the role to be broken down into the following:

Program Coordination

- Recruit, onboard, and train new volunteers through regular outreach and orientation events
- Maintain volunteer scheduling systems and fill weekly shifts across multiple market locations and programs
- Create role-specific resources and ensure volunteers are prepared and supported for each shift
- Foster strong relationships with individual volunteers and volunteer groups
- Maintain accurate volunteer records and attendance logs

Retention, Appreciation & Culture Building

- Create and implement a volunteer appreciation strategy, including thank-you events, spot recognition, and small tokens of appreciation throughout the season
- Collect feedback from volunteers and use it to improve the volunteer experience
- Cultivate an inclusive, welcoming environment that reflects GCM's values and encourages long-term engagement

Administrative & Reporting

- Track, analyze, and report volunteer participation data to support internal program evaluation and external grant requirements
- Work with the Development team to share volunteer stories, stats, and impact in fundraising and communications materials
- Assist in preparing reports and visuals for board meetings and funders
- Maintain and improve systems for volunteer scheduling, contact management, and engagement tracking (GCM currently uses Google Suite and Bloomerang)

Qualifications

We're looking for someone who:

- Has 3+ years of experience coordinating volunteers or leading people in community or program settings
- Enjoys working with people from all backgrounds and builds trust easily
- Is highly organized and detail-oriented with strong administrative skills
- Can manage multiple projects and deadlines with grace and flexibility
- Is rooted and aligned with Green City Market's mission and values
- Has excellent written and verbal communication skills
- Be energized by working early mornings, outdoors, engaging with people, and supporting community-driven work
- Can lift up to 50 lbs and are comfortable with standing, walking, moving, and lifting in all weather conditions



- Is proficient in Google Suite; experience with Marketspread, Bloomerang, or similar platforms is a plus
- Has weekend availability during the farmers market season (April–November)
- Spanish, Russian, or Polish language proficiency is a big plus.

Equity Commitment

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they meet every qualification. At GCM, we are committed to building a diverse and inclusive team. If this role excites you, we encourage you to apply even if you don't meet every requirement.

Schedule & Environment

This is a full time exempt position. You will typically operate on a Tuesday through Saturday work schedule with on-site presence required at all markets (Wednesdays and Saturdays 4:30 am–2:30 pm). Office days (Tues, Thurs, Fri) are flexible with core hours between 9am–3pm. Occasional evenings or extra weekend events will be required.

Compensation & Benefits

- \$52,000 annual salary
- 20 vacation days, 10 floating holidays, 10 sick days + year-end office closure
- Medical, dental, and vision insurance
- \$75/month mobile phone stipend
- 401(k) with employer match

To Apply

Submit your résumé and brief application via [this form](#). Applications received by July 25, 2025 will be given priority consideration. No phone calls or dropins, please.