



Lead Volunteer Job Description

Volunteer Center

GENERAL DESCRIPTION:

Lead Volunteers provide leadership and support to over 20,000 volunteers who participate in repacking and sorting projects in our Volunteer Center (VC).

WORK LOCATION:

St. Louis Area Foodbank
70 Corporate Woods Drive
Bridgeton, MO 63044

RESPONSIBILITIES:

- Regularly train, lead and support volunteers through at least one of the activities below:
 - The process of packing and/or sorting boxes and product
 - Taping/building boxes
 - Taking attendance
 - Opening/closing the shift
 - Train new lead volunteers
 - Supervise other specific tasks
- Support Volunteer Center staff by:
 - Down stacking product before the shift begins
 - Assisting with off-site and/or Corporate volunteer events
 - Running the bailer
 - Using hand jacks to move product
- Use Volunteer Hub to set your schedule
- Continually work to improve the overall Volunteer Center program by providing feedback and support innovating and implementing best practices
- Other duties as assigned

QUALIFICATIONS:

- Must be willing to volunteer at least once per month
- Assist others to be able to lift and/or move boxes of food weighing up to 50 lbs.
- Ability to be on your feet for most of the time
- Ability to work well with children, adults and the developmentally disabled
- Professional appearance that adheres to the Volunteer Center dress code
- Experience working with or managing volunteers preferred
- Ability to communicate with, supervise and empower volunteers to be effective in their roles
- Ability to work cooperatively with different types of personalities
- Commitment to the mission of the St. Louis Area Foodbank

COMMITMENT EXPECTED:

Must be willing to volunteer at least once per month for a 3-hour shift.

ACCOUNTABILITY:

Lead volunteers report directly to the Volunteer Center Manager.

I have read, understand, and am able to perform all the tasks described in this job description.

Signature

Print Name

Date