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:
  o The process of packing and/or sorting boxes and product
  o Taping/building boxes
  o Taking attendance
  o Opening/closing the shift
  o Train new lead volunteers
  o Supervise other specific tasks

• Support Volunteer Center staff by:
  o Down stacking product before the shift begins
  o Assisting with off-site and/or Corporate volunteer events
  o Running the bailer
  o 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

Updated 10/2019
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