



Lead Volunteer Repackaging Center Position Description

GENERAL DESCRIPTION:

Lead Volunteers provide leadership and support to volunteers who participate in repacking and sorting projects in our Repackaging Center. Leads assist Staff by ensuring operational efficiencies and peak performance, ultimately increasing our capacity to serve the community.

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:
 - Welcome & check in volunteers
 - The process of packing and/or sorting boxes and product
 - Taping/building boxes
 - Opening/closing the shift
 - Greeting volunteers with opening announcement
 - Providing project training at beginning of shift
 - Provide wrap up instructions & results announcement
 - Maintaining a safe environment by organizing product and ensuring trash is removed
 - Operating audio / video equipment
 - Train new lead volunteers
 - Supervise other specific tasks
- Support Volunteer Center staff by:
 - Down stacking product before the shift begins
 - Stocking project stations with necessary supplies
 - Assisting with off-site and/or Corporate volunteer events
 - Running the bailer
 - Using hand jacks to move product
- Continually work to improve the overall Volunteer Center program by providing feedback and support innovating and implementing best practices
- Other duties as assigned

QUALIFICATIONS:

- Have served a minimum of 10 shifts in the repacking center within the last year, including:
 - Full scope of projects (CSFP, produce, special projects)
 - Shadowing a lead for 3 full shifts



- Assist others to be able to lift and/or move boxes of food weighing up to 50 lbs.
- Ability to stand / walk for duration of shift
- Ability to work well with children, adults and the developmentally disabled
- Professional appearance and willingness to wear SLAFB provided attire
- 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

BENEFITS & IMPACT:

- SLAFB will provide two Volunteer Lead t-shirts, safety vest, name tag
- Build leadership, organizational and people management skills
- Build resume
- Stay fit!
- Contribute to a food secure bi-state region

COMMITMENT EXPECTED:

- Must be willing to fill at least one lead shift per week for one year
- Complete Repackaging Center orientation
- Participate in regularly scheduled trainings and lead meetings for the purpose of maintaining current skills & knowledge
- Use VolunteerHub to set your schedule
- Adhere to all SLAFB Policies and Procedures, including annual agreement with the Volunteer Code of Conduct

ACCOUNTABILITY:

Lead volunteers report directly to the Repackaging Center Manager.

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

Signature

Print Name

Date