



## Ambassador Volunteer Request Form

**Job Title:** Food Distribution Assistant  
**Department:** Agency Relations  
**Reports to:** NOVA Agency Relations Manager  
**No. of Volunteers Needed:** 6 (2 Bilingual English-Spanish)  
**Date requested:** 3<sup>rd</sup> Thursday of each month

### **Basic Function:**

- Assist with the Capital Area Food Bank direct food distribution program
- Make sure food is distributed to individuals who meet the requirements of the US Department of Agriculture's Emergency Food Assistance Program

### **Primary Duties:**

- Lifting and moving boxes
- Organizing food on the tables
- Filling out intake forms
- Distributing emergency food based on household size
- Determining client's eligibility based on guidelines
- Cleaning-up after distributions
- Data entry

### **Minimum Requirements:**

- Demonstrate a genuine passion for working with zero or non-income individuals
- Willingness and ability to interact with people from different race, color, sex, nationality, religion, mental, and physical capacities and different backgrounds
- Bilingual volunteers must have the ability to speak and write in English and Spanish

### **Physical Requirements:**

- Able to lift 40 pound boxes
- Able to stand for 3-4 hours

### **Volunteer Work Schedule:**

- 3<sup>rd</sup> Thursday of each month

### **Hours:**

- 9:00a.m to 1:00 p.m.

### **Impact of this volunteer opportunity:**

- Your work will support the mission of the CAFB
- Your work will make a difference in the lives of many hungry individuals and families in the Northern Virginia Area