



Ambassador Volunteer Request Form

Job Title: Workshop Instructor
Department: Agency Relations
Reports to: A3 Coordinator
No. of Volunteers Needed: As many as possible
Date requested: Ongoing

Basic Function:

- Instruct a two- to three-hour workshop for Capital Area Food Bank partner agencies and local nonprofits on a relevant topic (see below for ideas and options) through the Agency Achievement Academy

Primary Duties:

- Submit a workshop proposal to the AR Manager
- Develop a workshop curriculum, in consultation with the AR Manager
- Promote workshop in professional circles
- Instruct workshop and provide necessary follow-up

Minimum Requirements:

- Professional knowledge of and experience with one of the following topics:
 - Grant-writing and Fundraising
 - Nutrition Education
 - Recruiting and Managing Volunteers
 - Safe Food Handling
 - Leadership Development
 - Nonprofit Management
 - Developing Business Partnerships / Acquiring Food and Other Resources
 - Spanish-language workshops
 - Other capacity-building topic, to be determined
- Ability to develop a two- or three-hour workshop curriculum and accompanying handouts
- Comfortable instructing a workshop to 20-30 individuals
- Familiarity with basic technology (e-mail, Powerpoint, etc)
- Professional manner

Physical Requirements:

Must be able to stand and deliver workshop

Volunteer Work Schedule:

- Generally M-F, although a Saturday workshop would be considered



Hours:

- Flexible

Impact of this volunteer opportunity:

- Increase awareness and educate agencies on a variety of capacity-building topics
- Play a critical role in improving the effectiveness of local nonprofit organizations