



## ***Weekend Volunteer Leader***

**Department:** Volunteer Programs

**Reports to:** Director of Volunteer Programs

**No. of Volunteers Needed:** Flexible

**Date Requested:** Ongoing, looking for someone ASAP

**Position Overview:** Every Saturday, the Capital Area Food Bank hosts over 100 volunteers. We only use two staff members to do this and can use your help to manage groups on the weekend! We're looking for individuals to commit three hours one Saturday each month to work alongside a CAFB staff member and become an expert on volunteer management. The role will assist with volunteer orientation, management, and other logistics.

### **Primary Duties:**

- Work with a CAFB staff member one shift per month.
- Perform orientations as necessary for volunteers.
- Disseminate and collect paperwork.
- Answer questions from volunteers with help of CAFB staff.
- Help provide closing thank you and assist in clean up.
- Provide feedback and ideas to department.

### **Minimum Requirements:**

- Experience working with volunteer groups
- Outgoing and a people person
- Strong attention to detail and able to multi-task
- Commitment to CAFB mission and the Volunteer Programs department

### **Physical Requirements:**

- Ability to lift 40 pounds

### **Volunteer Work Schedule:**

- Looking for volunteers to help with one of the following shifts:
  - 9am – 12pm first, second, third or fourth Saturday
  - 1pm – 4pm first, second, third or fourth Saturday

### **Position Location:**

- This position will work out of the DC warehouse (accessible by Brookland metro and H8 bus route; parking lot available).

DC Warehouse: 645 Taylor St, NE; Washington, DC 20017 | 202-526-5344  
VA Warehouse: 6833 Hill Park Drive, Lorton, VA 22079 | 703-541-3063

**Impact of this volunteer opportunity:**

- This volunteer will help the staff at CAFB improve the volunteer experience by offering support on our busiest day of the week and improve customer service for all of our volunteers.

**How to Apply:**

- Visit <http://www.capitalareafoodbank.org/ambassador-volunteers/> and fill out the Ambassador Volunteer Application. Send any questions to [volunteer@capitalareafoodbank.org](mailto:volunteer@capitalareafoodbank.org).

Thanks for your interest in the Capital Area Food Bank!