



## **Kids Cafe Volunteer Group Leader**

<b>Department:</b>	Food for Kids (Lorton, VA branch)
<b>Reports to:</b>	NOVA Kids Cafe Coordinator
<b>No. of Volunteers Needed:</b>	1 each week
<b>Date requested:</b>	Ongoing

### **Position Overview:**

The Kids Cafe program's goal is to provide children with access to food during out-of-school times. Kids Cafe partners with existing community sites to provide well-balanced hearty snacks or dinners for more than 2,000 children. Kids Cafe has over 20 locations in recreation centers, churches, schools and community centers in Northern VA.

Every Tuesday afternoon, the Kids Cafe program hosts small groups of volunteers. We have one part-time staff member to provide the orientation, training, and group guidance, and can use your help to manage groups! We're looking for individuals to commit three hours one or more Tuesdays 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.

### **Basic Function:**

- Lead groups to successfully pack the nonperishable food and supply orders for Northern VA Kids Cafe

### **Primary Duties:**

- Work with a CAFB staff member one or more shifts per month.
- Perform orientations as necessary for volunteers.
- Disseminate and collect paperwork and complete data entry.
- Lead small groups of volunteers to pack boxes of food.
- Verify that all orders have been packed correctly and are ready for delivery.
- Answer questions from volunteers with help of CAFB staff.
- Help provide closing thank you and assist in clean up.
- Follow up with the team each week after packing is complete.
- Provide feedback and ideas to department.



**Minimum Requirements:**

- At least 18 years of age
- 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 Food For Kids Department
- Attend mandatory training session at Lorton, VA CAFB branch

**Physical Requirements:**

- Must be able to lift and move up to 40 lb. boxes of food

**Volunteer Work Schedule:**

- Ongoing, regular commitment, leading groups at least once per month
- Willingness to commit for at least 3 months

**Hours:**

- Tues, 1-3:30pm

**Position Location:**

- Lorton, VA Warehouse - 6833 Hill Park Drive, Lorton, VA, 22079

**Impact of this volunteer opportunity:**

- 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
- Help provide afterschool meals and snacks for 800 children from low-income communities at risk of hunger, in the DC metropolitan area
- Enable children to benefit from safe afterschool enrichment programs through providing consistent nutritious meals

**How to Sign Up:**

- Visit <http://www.capitalareafoodbank.org/ambassador-volunteers/> and fill out the Ambassador Volunteer Application.