

VOLUNTEER JOB DESCRIPTION

POSITION: Lead Volunteer – Brooklyn Park
SUPERVISED BY: Volunteer Experience Manager

POSITION SUMMARY: Carrots, corn, potatoes, cabbage...you name it, we pack it! Second Harvest Heartland (SHH) is committed to delivering the premiere volunteer experience in the Midwest, and we need your help. Last year, we had volunteers donate more than 100,000 hours of their time, and that number is only increasing! Volunteers in this leadership position will help support and coordinate other volunteers to pack food for delivery to our partner agencies.

DUTIES:

- Be an Ambassador for SHH support and demonstrate mission and values of the organization
- Greet and welcome other volunteers
- Assist our ambassadors in leading groups to repack food for our hungry neighbors
- Provide a meaningful and productive volunteer experience for a group by being available for questions, providing direction, and building rapport with volunteers
- Assist with set-up and cleanup of work space (set up tables, move pallets, put away items)
- Adhere to food safety and safety guidelines

MINIMUM REQUIREMENTS:

- Enjoy working with people
- Ability to stand for extended period, 2-3 hours
- Ability to multi-task and prioritize tasks appropriately with a strong attention to detail
- Understand safety policies and actively promote safe practices in all program activities
- Comfortable providing instructions and assisting groups of all sizes
- Experience coordinating a project or program
- Ability to adjust to changing conditions or priorities and think on your feet
- Background check: Volunteers in this position are the face of the organization to other volunteers. Given the leadership of this position, Second Harvest Heartland will be conducting criminal background checks for all volunteers in this position. *Second Harvest Heartland reserves the right to refuse to work with a volunteer, or dismiss a current volunteer, based on the results of the background check.*

TIME REQUIREMENTS AND SCHEDULE:

- **Minimum time requirement:** 1-2 shifts per week
- **Time of the day:** Morning, afternoon, evening or weekend shifts available! 8:30am-12:00pm; 12:30-4:00pm; 5:30-8:30pm
- **Start/End date:** Ongoing with a 6-month minimum commitment
- **Days of the week:** Tuesday, Wednesday, Thursday, Friday and/or Saturday
- **Work site:** Brooklyn Park Warehouse, 7101 Winnetka Ave. N., Brooklyn Park, MN 55428

ORGANIZATION CONTACTS:

- Volunteer Experience Team & Operations

HOW TO APPLY:

- Express interest by completing the interest form [here](#), or contact Paige Stein pstein@2harvest.org or 651-209-7953