

## JOB DESCRIPTION

**POSITION:** Lead Volunteer for Fresh Produce Packing  
**SUPERVISED BY:** Operations (name position)  
**STATUS:** Volunteer

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**POSITION SUMMARY:** Carrots, cucumbers, corn, potatoes, cabbage, oh my! Second Harvest Heartland (SHH) is committed to expanding partnerships and increasing access to fresh produce to our clients. Last year we distributed over 92 million pounds of food with 55% of that food being fresh! Volunteers in this leadership position will help coordinate and lead other volunteers to pack fresh produce for local seniors. This project will allow for same-day distribution of fresh, high-quality produce for seniors.

### DUTIES:

- Be an Ambassador for SHH support and demonstrate mission and values of the organization
- Greet and welcome other volunteers
- Lead 3-4 other volunteers to help sort and pack produce
- Provide short orientation of SHH and explanation of task to new volunteers
- Provide a meaningful and productive volunteer experience for a group by being available for questions, providing direction, and building rapport with volunteers
- Set-up and cleanup 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 lift up to 40 lbs. , ability to stand and lift for extended period of time, 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 leading small groups (3-4 people)
- 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:

- **Total time requirement:** 1-2 shifts per week
- **Time of the day:** 9:30am-12:00pm
- **Start/End date:** end July-October; start and end date largely depends on growing season
- **Days of the week:** Tuesday, Wednesday and/or Thursday
- **Work site:** Maplewood Warehouse: 1140 Gervais Ave, Maplewood MN 55109

### ORGANIZATION CONTACTS:

- Volunteer Services, Operations, Staff in Senior Hunger Department

### HOW TO APPLY:

Express interest by completing online application; [click here](#). Or contact Volunteer Coordinator Jane Shade 651-209-7917 or [jshade@2harvest.org](mailto:jshade@2harvest.org)