POSITION: Lead Volunteer for Maplewood
SUPERVISED BY: Cari Metzger, Volunteer Experience Ambassador

POSITION SUMMARY: Second Harvest Heartland is committed to delivering a premiere volunteer experience in the Midwest, and we need your help! Volunteers in this leadership position will help support and coordinate other volunteers to pack food for our hungry neighbors.

You can assist the Volunteer Experience Ambassador leading volunteers packing boxes for the Commodity Supplemental Food Program (CSFP). Through CSFP, Second Harvest Heartland provides a box of nutritious food each month to low-income seniors 60 years and over through the Nutrition Assistance Program for Seniors (NAPS). Program participants are given a box of highly nutritious food. The packages may include canned fruits, vegetables and juices, dry and UHT milk, American cheese, canned meat, peanut butter or dried beans, cereal, rice or pasta.

DUTIES:
- Be an Ambassador for SHH support and demonstrate mission and values of the organization
- Greet and welcome other volunteers
- Assist our ambassador in leading groups to pack boxes for low-income seniors
- 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 work space (set up product, move pallets, clean up, etc.)
- 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 up to 30 people
- Ability to adjust to changing conditions or priorities and think on your feet
- Comfortable using a manual pallet jack to move pallets
- 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 or every other week
- Time of the day: Morning, afternoon, evening or weekend shifts available: 8:30-11:30am; 1:30-4:30pm; 5:00-8:00pm
- Start/End date: Ongoing with a 6-month minimum commitment
- Days of the week: Tuesday, Wednesday, Friday, and/or Saturday
- Work site: Maplewood Warehouse at 1140 Gervais Ave., Maplewood, MN 55019

ORGANIZATION CONTACTS:
- Volunteer Experience Team & Operations

HOW TO APPLY:
- Please express interest by completing the form here, or contact Paige Stein pstein@2harvest.org or 651-209-7953