



### **Our Mission**

Our mission is to leverage the power of food to end hunger and build healthier communities.

### **Our Vision**

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

### **Our Values**

Our core values define who we are and how we work with our communities. Foodlink and our team members have:

- Compassion - treat all with dignity & respect; build kinship with those we serve
- Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger
- Collaboration - build a shared vision, create synergies, maximize resources
- Agility - respond urgently to the ever-changing needs of our community
- Stewardship - maximize the impact of every dollar, donation and asset

## **Volunteer Programs AmeriCorps Member**

**Department:** Operations

**Reports to:** Volunteer Operations Coordinator

**Status:** AmeriCorps Service Member

**Term:** 6 months

### **JOB SUMMARY**

The Volunteer Programs Assistant will assist with the operational, and customer service needs of Foodlink's Volunteer Programs. Foodlink hosts more than 15,000 volunteers annually, who provide critical support to our programs and operations. This AmeriCorps member will support Foodlink's retention strategies for these volunteers, as well as assist with daily operations.

### **KEY RESPONSIBILITIES**

- Provide daily operational support for various Foodlink programs including:
  - Food Bank warehouse (food sorting/packing)
  - Member Marketplace
  - Curbside Market
  - Nutrition Education
  - Lexington Avenue Community Farm
- Create and maintain a welcoming, tidy space for onsite volunteers
- Greet volunteers and provide both orientation and tours
- Assist with volunteer appreciation events
- Serve as a collaborative member of the Foodlink team

## QUALIFICATIONS

- Exemplary customer service and interpersonal skills
  - Reliable transportation
  - Ability to lift up to forty pounds and operate light warehousing equipment
  - Ability to work flexible schedule, including some weekends and weeknights
  - Maintain a professional attitude and appearance at all times
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## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents and equipment. The team member is regularly required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**Everyone is welcome here!** Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.