



# Volunteer Position Description

**Position Title:** Backpack Volunteer

**Purpose:** To ensure weekend food security for youth via the packing of backpacks, assisting on special projects, and keeping the Backpack Room organized.

**Location:** 55 Bartholomew Avenue, Hartford, CT

## Key Responsibilities

- Assembling and packing of backpacks to ensure there are sufficient numbers before weekly delivery
- Organize and insert extras items into backpacks including: health items, donations or produce.
- Organize and clean-up backpack area after finishing packing backpacks.
- Restock and organize food as necessary.
- Weigh and stock incoming food donations

**Reports to:** During volunteer shift: Pantry Staff members; For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Manager

**Time Commitment:** Volunteer shifts TBD with Community Engagement Program Manager, all occurring during daytime hours, Monday through Friday.

If at any time you are not able to cover your scheduled shift call: 860-728-3201 and speak to Backpack Program Coordinator or Community Engagement Program Manager.

**Dress Code:** Casual but appropriate in a professional setting. This position requires volunteers to be on their feet, comfortable shoes are highly recommended.

## Desired Attributes

- Energetic and friendly with “roll up sleeves mentality”.
- Organized, enjoys keeping busy and working on task oriented projects.
- Follows instructions and pays attention to details.
- Able to adapt in a diverse atmosphere
- Ideally, able to lift a minimum of 30 pounds

**For more information, please contact Wanda Guzman, Community Engagement Program Manager at Hands On Hartford: 860-706-1507 or [wguzman@handsonhartford.org](mailto:wguzman@handsonhartford.org)**