



Volunteer Position Description

Position Title: Backpack Delivery Volunteer

Description: Volunteer will accompany the backpack coordinator in delivery of the backpacks, carrying bins to and from schools.

Purpose: To ensure weekend food security for youth via delivery of backpacks to six partner schools in Hartford.

Location: 55 Bartholomew Avenue, Hartford, CT with travel to partner schools.

Key Responsibilities

- Check bins to ensure there are sufficient backpacks packed before delivery
- Load bins into cargo van/box truck
- Assist with unloading and carrying bins into each school

Reports to: During volunteer shift: Backpack Program Coordinator; For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Manager.

Time Commitment: Every Thursday - 12:45 to 3:00pm October to June. Delivery times may fluctuate. Arrival at HOH may change slightly, for this reason.

Ideally, seeking long term volunteers (for six months +)

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

Dress Code: Casual but appropriate in a professional setting. Volunteers in this position will be lifting and moving bins. It is best to wear clothing that allows you to move comfortably, as well as stable shoes.

Support: Orientation, onsite training and instructions.

Desired Attributes:

- Energetic with “roll up your sleeves mentality”
- Ability to lift a minimum of 40 pounds with repetition
- Comfortable with local travel and delivery in varied weather

Special Note: Must pass background check as volunteer travels offsite with Hands On Hartford staff.

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

