



Volunteer Position Description

Position Title: Backpack Delivery Volunteer

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

Purpose: To ensure weekend food security for youth via delivery of backpacks to 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 bins at respective schools.

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

Time Commitment: Every Tuesday – 9:30am to 12:00pm and Thursday 10am-11:30am 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 email:

1. Community Engagement Program Manager: Geoff Luxenberg, gLuxenberg@handsonhartford.org, 860-706-1507 or
2. Community Engagement Program Coordinator: Jackie Kasinskas, jkasinskas@handsonhartford.org, 860-706-1522

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, closed toed shoes.

Support: Orientation, onsite training and instructions.

Desired Attributes:

- Energetic with “roll up your sleeves mentality”
- Ability to lift a minimum of 50 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 and may potentially be entering schools.

**For more information, please contact the Community Engagement Program Coordinator:
Jackie Kasinskas, jkasinskas@handsonhartford.org, 860-706-1522**

Updated: 8/16/21