



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

- Properly pack and assemble backpacks to ensure there are sufficient numbers before weekly delivery.
- Sort produce according to weekly delivery schedule.
- Organize and clean-up backpack area after finishing packing backpacks.
- Restock and organize food as necessary.
- Weigh and properly store incoming food donations.
- Follow the “First In, First Out” model of organizing.

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

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

If at any time you are not able to cover your scheduled shift email or call:

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. 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 Community Engagement Program Coordinator: Jackie Kasinskas, jkasinskas@handsonhartford.org, 860-706-1522

Updated: 8/16/21