



Volunteer Position Description

Position Title: Backpack Volunteer

Description: Volunteer will pack backpacks, sort produce, weigh and store food donations, and keep the backpack area clean and organized.

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

Location: Hands on Hartford, 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 Coordinator

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

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

1. Community Engagement Program Coordinator: Nicole Bornhorst, nbornhorst@handsonhartford.org; 860-706-1522 and
2. Community Pantry and Backpack Program Coordinator: Tabatha Cosme tvasquez@handsonhartford.org; 860-706-1530

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
- Able to lift a minimum of 30 pounds

**For more information, please contact Community Engagement Program Coordinator:
Nicole Bornhorst, nbornhorst@handsonhartford.org; 860-706-1522**