

**PROJECT  
NOURISH**

**VOLUNTEER PROGRAM LEAD**  
*Role and Responsibilities*

**ROLE:** The Volunteer Program Lead (VP Lead) for **Project Nourish** works with the Volunteer Coordinator in orienting, training, and supervising volunteers for our Community Cooking Days and Meal Delivery programs. The Project Nourish VP Lead helps cultivate a positive volunteer experience by helping **facilitate cooking sessions, supervising** and supporting Project Reclaim **volunteers**, and working on new developmental projects as KFG expands. The Volunteer Program Lead will use volunteer coordination, event planning, systems thinking, and outreach skills while serving in this role.

**PURPOSE:** The support and expertise provided by the Volunteer Program Lead is pivotal in expanding our Community Cooking Days Volunteer Program and meal production as well as ensuring volunteers' satisfaction.

**ACTIVITIES:**

- Coordinating volunteers (training, orientation, and recognition)
- Collaborating with Executive Chef and Food Rescue Team
- Outreach and marketing
- Program development

**TIME & FREQUENCY:**

~10 hours a week

weekly meetings

(Wednesdays at 9am)

3-month commitment

**TIMES & DATES:** Scheduling is flexible and will be determined during the orientation

**QUALIFICATIONS:**

- Emotional intelligence and strong writing skills
- Interest in hunger, cooking and/or volunteer management
- Access to cellphone, car, DMV record, and proof of car insurance
- Ability to lift 50+ pounds
- Ability to offer and receive constructive feedback

**SUPPORT:** The Volunteer Program Lead will participate in an orientation and training guided by the Volunteer Coordinator. Access to internal volunteer administration resources and trainings will be shared with the Project Nourish Volunteer Program Lead (VPL). The Volunteer Coordinator will also facilitate regular "check-in" sessions with the VPL and organize group activities with the rest of the Volunteer Engagement Team.

**GET INVOLVED:** Want to help lead our Volunteer Program? Please email Nina at [volunteer@kitchensforgood.org](mailto:volunteer@kitchensforgood.org) or call (858) 472-8413 to express your interest in this role.