

PROJECT RECLAIM

VOLUNTEER PROGRAM LEAD

Role and Responsibilities

ROLE: The Volunteer Program Lead (VPL) for Project Reclaim helps increase and strengthen our food rescue program by managing existing volunteers, trialing new potential distribution sites, and cultivating relationships with local grocery stores. The Volunteer Program Lead will use volunteer coordination, systems thinking, and outreach skills while serving in this role.

PURPOSE: The support and expertise provided by the Volunteer Program Lead helps expand our food rescue program and meal production as well as ensure volunteer satisfaction.

ACTIVITIES:

- Coordinating volunteers (orientation, trainings, recognition)
- Researching potential donor sites; providing recommendations for strategic planning of food rescue expansion
- Cultivating relationships with distribution sites and grocer partners
- Assisting in program development (drafting content and program design)

TIME & FREQUENCY:

4 - 8 hours a week

3-month commitment

TIMES & DATES: Scheduling is flexible and will be mutually agreed upon during the orientation

QUALIFICATIONS:

- Emotional intelligence and strong writing skills
- Interest in food waste/insecurity 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 VP Lead. The Volunteer Coordinator will also facilitate regular “check-in” sessions for the VP Lead and organize meetings with the rest of the Volunteer Engagement Team.

GET INVOLVED: Want to lead the development of our food rescue program? Please email volunteer@kitchensforgood.org or call (619) 450-4040 to express your interest in this role. Our Volunteer Engagement Team will respond to you within three business days regarding your next steps.