

Second Harvest Food Bank of Middle Tennessee
Youth Volunteer Leadership Program
WAREHOUSE Volunteer Leaders

Description

Youth Volunteer Leaders will oversee groups of volunteers in various projects at the food bank, supporting them in producing measurable results during each volunteer shift. Volunteer Leaders will be trained in core principles of leadership and customer service during an 8-week session (June-July 2017).

Application Process

- Apply at www.secondharvestmidtn.org/volunteer
- Volunteer Leader Applications are due by **Friday, March 31st**.
- Volunteer Services will review applications and will schedule an interview with potential candidates.
- Once accepted, each Volunteer Leader will receive their summer schedule along with an informational packet that will outline goals, expectations, and training materials.
- Interviews will take place in April and May.

Duties/Responsibilities

- Attend a Volunteer Leader orientation before the start of the session.
- Train with a Volunteer Coordinator for a week to learn sorting processes.
- Once training is completed, Volunteer Leaders will assist in leading volunteer groups:
 - Meet with volunteer coordinator before the volunteer shift to receive project assignment and instructions.
 - Understand the project thoroughly, including
 - Purpose (Why the project is important/ who it benefits/ etc...)
 - Process (Explain how to complete the project)
 - Jobs (Ex: Sorting/Packing/Recycling/Trash)
 - Make sure the room is set properly and the supplies for the project are visible
 - Help greet volunteers as they arrive
 - Create a positive volunteer experience
 - Help Volunteer Coordinator organize and direct volunteers to label boxes, tag pallets, and clean up and tear down the room
 - In between these projects, stay busy and help the volunteers with the project (packing, sorting, trash, etc.)
- Attend 1-3 opportunities in other departments to build knowledge of Second Harvest's impact outside of Food Sorting. This may include attending a department meeting, going to a Kid's Café, volunteering at a Perishable Distribution, etc.
- Write a service learning reflection at the end of the session to demonstrate the impact of volunteerism at Second Harvest.

Skills, Knowledge, and Abilities

- Display maturity, flexibility, dependability, responsibility, and the ability to work as a team member.
- Be respectful of all persons, regardless of age, gender, ethnic or cultural background, religion, or sexual orientation.
- Possess strong interpersonal and organizational skills.

Volunteer Requirements

- Must meet hours requirements. Each Volunteer Leader is required to work at least 4 shifts a week. Shifts are 8 am – noon, 12:30– 4:30 pm Monday-Saturday, and 5 pm – 8 pm Monday-Thursday. Schedules will be assigned based on both the student's and Second Harvest's needs.
- Must be 14-18 years of age.
- Represent Second Harvest Food Bank of Middle Tennessee in a positive and professional manner.

Outcomes

- To demonstrate a growth in leadership abilities.
- To gain knowledge of Second Harvest and the issue of hunger in our community.
- Receive an evaluation letter on developed skills.
- Receive a certificate detailing number of hours served.