

London Good Food Box Volunteer Description

Job title: Food Box Administration Volunteer

Purpose/objective:

The London Good Food Box is a neighbourhood based food distribution system that provides a variety of seasonal delicious, and nutritious vegetables and fruits at an affordable price. The London Good Food Box is committed to creating socially, and economically sustainable neighborhoods.

The Food Box administration volunteer will work in neighborhoods to ensure the program runs smoothly.

Benefits:

The volunteer will develop administrative experience, community connections and experience in the non-profit sector.

Location:

Distribution occurs across the city, you will be working with **(your organization here)** at **(your distribution location here)**

Key responsibilities:

- Organize and maintain sign-up sheets/master tracking sheet
- Process and record payments
- Communicate information to members
- Follow up with members regarding relevant information

Qualifications:

- Must be organized
- Must be detailed oriented
- Must have good communication skills

Time commitment:

Two to three hours once a month

Training/support provided:

- Good Food Box training

Volunteer supervisor:

(Enter your contact information here)