



## Volunteer Position Description

**Position Title:** Backpack Delivery Volunteer

**Description:** Volunteer will accompany the backpack coordinator in delivery of the backpacks, carrying bins to and from schools.

**Purpose:** To ensure weekend food security for youth via delivery of backpacks to six partner schools in Hartford.

**Location:** 55 Bartholomew Avenue, Hartford, CT with travel to partner schools.

### Key Responsibilities

- Check bins to ensure there are sufficient backpacks packed before delivery
- Load bins into cargo van/box truck
- Assist with unloading and carrying bins into each school

**Reports to:** During volunteer shift: Backpack Program Coordinator; For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Manager.

**Time Commitment:** Every Thursday - 12:45 to 3:00pm October to June. Delivery times may fluctuate. Arrival at HOH may change slightly, for this reason.

*Ideally, seeking long term volunteers (for six months +)*

If at any time you are not able to cover your scheduled shift please call: 860-728-3201 and speak to Backpack Program Coordinator or Community Engagement Program Manager.

**Dress Code:** Casual but appropriate in a professional setting. Volunteers in this position will be lifting and moving bins. It is best to wear clothing that allows you to move comfortably, as well as stable shoes.

**Support:** Orientation, onsite training and instructions.

### Desired Attributes:

- Energetic with “roll up your sleeves mentality”
- Ability to lift a minimum of 40 pounds with repetition
- Comfortable with local travel and delivery in varied weather

**Special Note:** Must pass background check as volunteer travels offsite with Hands On Hartford staff.

**For more information, please contact Wanda Guzman, Community Engagement Program Manager at Hands On Hartford: 860-706-1507 or [wguzman@handsonhartford.org](mailto:wguzman@handsonhartford.org)**

