

# SCHOLARS IN SERVICE – JOB DESCRIPTION

## Bulldog Pantry

The Bulldog Pantry, which opened in November of 2007, is operated and maintained almost exclusively by Fresno State student volunteers. Though student groups and area churches host food drives for us, most of our food is purchased from the Community Food Bank. Thus, we rely on both the financial and volunteer support of countless people to continue our operations.

We distribute food on Saturday mornings during the academic year, as funding permits. Each Saturday shift (8:30-11:00) is preceded by a Friday afternoon shift, where food is organized for the morning distribution.

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### **Job Title: Student Volunteer Coordinator and Data Keeper**

Number of Openings: 1

You must have regular availability on Friday afternoons and Saturday mornings.

Individual responsibilities include:

- Help recruit and schedule volunteers for food packing and distribution. This is largely done through managing weekly emails to our listserv.
- Track volunteer hours at the pantry.
- Send client reports to the Community Food Bank after each food distribution.
- Keep our facebook page current concerning distributions and closures. Regularly update it by adding photos, volunteer shout outs etc.
- Prepare a brief monthly report (one paragraph) that includes numbers of distributions and any special notes related to the distributions.
- Prepare an annual report for the pantry which is essentially a compiling the information from monthly reports.

As a member of the Bulldog Pantry Leadership team, you will work with the team of leaders to shepherd the work and vision of the pantry. This means that the person in this position will play a part in ensuring the following:

- Phone calls and emails are responded to in an appropriate and timely fashion.
- Food orders are placed with Community Food Bank in a timely manner.
- Every distribution and prep shift is managed by a trained leader who can direct volunteers in their tasks and assist them in processing their experience.
- Fund raising and food raising efforts are pursued.
- The Bulldog Pantry partners with and participates in other applicable community events.