



VOLUNTEER JOB DESCRIPTION

Food Drive Coordinator

Position Title: Food Drive Coordinator

Department: Housing and Financial Management
Crisis Alleviation Program

Supervisor: Doreen Conte

Purpose: Part of our Emergency and Crisis Alleviation program, our Food Closet provides members of the community with three breakfasts, lunches and dinners. The Food Closet is partially stocked by donations from food drives, which are coordinated by volunteers like you.

West End Neighborhood House is seeking individuals and groups to help us keep our Food Closet stocked by coordinating a food drive. Each donation you secure will directly benefit Delawareans experiencing food insecurity.

Benefits: Food drives are an excellent way to get your friends, family, coworkers, clubs or faith groups involved in the community. They are also a great way for high school or college students to earn community service hours! Every hour invested in planning, advertising and executing the drive is a learning experience that counts towards volunteer hours.

Responsibilities:

- Take on the complete project of planning and coordinating a Food Drive: everything from picking a location to promoting the drive to collecting the donated items.
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If Interested: Contact Doreen Conte ▪ dconte@westendnh.org ▪ (302) 658-4171 Ext. 118 to get started or to go over ideas for how to make your food drive a success!

**West End Neighborhood House does not run food drives in house - and we are not recruiting volunteers to help staff a preplanned event. We rely on volunteers to plan and coordinate the entire project.*