

# Volunteer Positions

## **Receptionist**

Direct visitors, answer phone calls and provide a welcoming environment to all PROP clients. Assist with data entry as necessary.

## **Office Specialist**

Perform general office duties and work directly with clients filling out paperwork, offering resources, and answering questions.

## **Resource Assistant**

Keep PROP client information up-to-date and provide appropriate referrals to various PROP programs or other community agencies that help to meet client needs.

## **Driver**

Pick up food rescue from partners and deliver to food shelf.

## **Food Shelf - Shift Lead**

Provide leadership and guidance to volunteers in the Food Shelf fulfilling orders, organizing and sorting all incoming food items.

## **Food Shelf - Fulfillment**

Fulfill food order requests and sort, organize and stock all incoming food items to the food shelf and to the Fresh Choice Market.

## **Fresh Choice Market - Restock and Load Specialist**

Organize and load in deliveries from food shelf to the Fresh Choice Market.

## **Fresh Choice Market - Greeter or Companion**

Welcome clients to Fresh Choice Market. Walk clients through market helping them with food choices.

## **Home Delivery Specialists**

Help coordinate and get foods ready for delivery to homebound clients.

## **Donor Acknowledgment Specialist**

Provide accurate and timely acknowledgment to our donors for monetary and in-kind donations.

## **Financial Donation Processor**

Provide timely and accurate receipt and processing of financial donations, including preparing funds to be deposited.

## **Marketing Assistant**

Assist Marketing Manager with website updates, online fundraising appeals, copywriting, graphic design, and other marketing related tasks.

## **Language Specialist**

Assist with written translation of documentation. Spanish, Somali, Russian, Vietnamese, Hmong, and Chinese.

## **Specialty Positions**

Development, marketing, special events, human resources, and seasonal projects are available.