



Front Desk Volunteer

Work on meaningful projects that make our mission possible in an office environment.

IMPACT

Feeding San Diego (FSD) is the leading hunger relief organization in the county. Volunteers help with clerical duties that make it possible for our staff to meet the needs of 63,000 kids and families facing hunger each week. Become a Front Desk Volunteer and provide administrative support alongside a passionate team of staff and volunteers.

KEY RESPONSIBILITIES

The Front Desk Volunteer will assist FSD staff with clerical work throughout the organization.

This will include:

- Greet visitors, donors, volunteers and clients
- Answer and direct incoming phone calls
- Provide visitors with food assistance resources
- Accept food and fund donations
- Help maintain a neat and clean volunteer center and lobby
- Data entry
- Filing paperwork
- Assist with mailing campaigns, as needed

TIME COMMITMENT

Office Volunteers work at least 1 shift weekly. Office Volunteers are needed on:

- Monday - Friday
 - 8 a.m. - 4:30 p.m. (full 8 hours)

KEY SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- You have a passion for hunger relief and want to make a difference
- You sweat the small things and are very detail oriented
- You can work well independently
- You love meeting new people
- You have excellent communication skills
- You are able to interact with individuals of various backgrounds, ages, and socioeconomic backgrounds
- You would rather fight hunger from a desk, than in a warehouse

You enjoy being on the computer and consider yourself comfortable with basic office systems (like Microsoft Word, Excel, PowerPoint, Outlook, and Google)

TRAINING PROVIDED

Volunteer Orientation will provide volunteers with an understanding of Feeding San Diego as a whole before role specific training. Additional training provided will include:

- Data Entry Training
- Front Desk Reception Training

HOW TO APPLY

Please submit a Volunteer Application to the Volunteer Department at volunteersd@feedingsandiego.org or to Feeding San Diego c/o Volunteer Department at 9455 Waples Street, Suite 135, San Diego, CA 92121.

QUESTIONS? COMMENTS?

Contact the Volunteer Department by phone (858.452.3663 x100) or email (volunteersd@feedingsandiego.org). You can also visit feedingsandiego.org to learn more about making a difference in San Diego.