Programs Team Volunteer
Assist our team members working on direct and federal programs – school pantry, mobile pantry, backpack, senior, military sites, CACFP, and SFSP.

IMPACT
More than 14,000 volunteers annually help make it possible for Feeding San Diego (FSD) to provide meals to 63,000 kids and families in need each week in our community. Become a Programs Volunteer and help facilitate meal service and food distributions for members of our community experiencing hunger.

KEY RESPONSIBILITIES
The Programs Volunteer will assist Programs Coordinators with their daily duties. This will include:
- Supporting the Feeding Kids programs through data entry.
- Helping with organizing and filing documents.
- Scheduling meal services and reviewing site applications.
- Checking for accuracy of all meal service forms and documents.
- Creating new materials for direct service sites.
- Reviewing site folders for accuracy.
- Confirming the weekly delivery calendar.
- Occasionally assist Programs Coordinators in performing site monitoring visits.

TIME COMMITMENT
 Volunteer can commit to 3-4 hours a week in the FSD office, which is open Monday – Friday 8:00am – 4:30pm.

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. Accommodations will 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 have excellent communication skills.
- You are detail oriented and have administrative experience.
- You are able to interact with individuals of various backgrounds and ages.
- You are comfortable working with a computer in Microsoft Word and Excel.

HOW TO APPLY
Please submit a Volunteer Application and resume (optional) 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. Applicants will be contacted for a short telephone interview.

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.