

Volunteer Position Description



Summary	<p>The Bellwoods Food Bank Program Support Volunteer will perform a variety of tasks to support the overall well-being of the clients that reside at Bellwoods. This position is essential in supporting the overall quality of life of clients and building a culture of inclusion and independence.</p> <p>Currently looking to fill positions for:</p> <ul style="list-style-type: none"> ○ Walton (835 Birchmount Rd. Scarborough, ON M1K 5K1) ○ Deauville (5 Deauville Ln. North York, ON M3C 0J8) ○ Madison (200 Madison Ave. Toronto, ON M4V 2W6)
Volunteer Position	FOOD BANK PROGRAM SUPPORT
Reports To	Client Engagement & Volunteer Coordinator
Purpose	<ul style="list-style-type: none"> ● Provide support in the execution of the weekly Food Bank Program across Bellwoods' Food Bank distribution sites. ● Support staff in preparing, moving, sorting, and distributing food bank items. ● Provide individual interaction and general assistance to clients receiving food support.
Tasks and Responsibilities	<ul style="list-style-type: none"> ● Assist staff with receiving, unloading, and transporting food bank items (may include lifting and carrying heavy items). ● Sort and organize food items prior to distribution. ● Communicate any concerns, client needs, or safety issues to staff promptly. ● Assist in maintaining a clean, safe, and organized environment. ● Complete additional site-specific tasks as assigned by staff.
Time Commitment	<ul style="list-style-type: none"> ● 2–3 hours every Tuesday morning or afternoon, as per site requirement. ● One volunteer assigned per site (currently looking to fill positions for Walton, Deauville, and Madison). ● Schedule may vary/change upon program requirements.
Requirement	<ul style="list-style-type: none"> ● Ability to lift, carry, and move items that may be heavy (up to 20lbs). ● Dependable and punctual. ● Willing to take initiative and follow established procedures. ● Ability to work collaboratively with site staff. ● Good communication and interpersonal skills. ● Comfortable interacting with clients of diverse backgrounds.
Training	<ul style="list-style-type: none"> ● Completion of initial volunteer orientation and policy sign-off. ● Site tour and introduction to team members and clients. ● Ongoing training and guidance as needed.

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Supervision	<ul style="list-style-type: none">• Volunteer uses Volunteer Hours Log for every shift.• Report any concern and share feedback on ongoing basis to supervisor.• Client Engagement & Volunteer Coordinator establishes regular contact with volunteer and communicates any change in schedule with notice.• Volunteer has opportunity to provide feedback on regular basis as well as via volunteer satisfaction survey and annual performance discussion.
Benefits	<ul style="list-style-type: none">• Build social and community connections.• Gain experience in community support.• Opportunity to develop communication and organizational skills.• Contribute directly to enhancing clients' quality of life.