



Food and Fun in the Park Volunteer Job Description

Volunteer Title: Events Assistant (Indoor)

Supervisor: Danielle Freels, Kyrie Blaney, and the Feeding Laramie Valley staff

Key Responsibilities:

- Replenishing food on the serving tables.
- Restocking flatware (spoons, forks, knives), napkins, plates, and bowls on the serving tables.
- Restocking paper towels and toilet paper in both inside bathrooms.
- Directing and helping the community to seating.
- Assuring the community is comfortable (help them as needed).
- Picking up food and trash from the floor.
- Removing full trash bags from trash cans then replacing with a new trash bag.
- Cleaning up spills on the floor.
- Assisting our staff with last-minute tasks such as taking lunch orders for the staff or helping outside with community requests.

Location: 968 North 9th Street, Laramie, Wyoming 82072

Time Commitment:

- Saturday, August 24, 2019 from 10:30 a.m. to 1:30 p.m.
- Three hours, one time.
- All of the work is done onsite.
- Inform Candace Teems, Volunteer Coordinator, when your shift has ended.

Initial Impact:

- Provide 500+ community members with a free lunch.

Sustained Outcome:

- Community exposure to Feeding Laramie Valley's mission.
- Increase satisfaction of community.
- Continue success of Food & Fun in the Park.

Skills:

- Excellent communication.
- Handling several people at one time.

Training & Support:

- Training for this position will be provided.

Dress Code: Casual.

How many positions need to be filled? 2 positions

Benefits:

- Free meal and refreshments.
- Social media recognition.
- Free Feeding Laramie Valley sticker.
- Help support your community.
- Meet new people.

Questions? Please call our Volunteer Coordinator at 307.223.4399 or candace@feedinglaramievalley.org.