



Specialized Volunteer Opportunities

Blue Ridge Area Food Bank

Updated October 2, 2017

A Specialized Volunteer Opportunity is one that asks you to draw upon your professional and general life skills to benefit the work of the Food Bank. These are in addition to more routine opportunities listed on our [online calendar](#). We will update this document as our needs change.

If your skills and experience match our needs, you are looking for something long-term, and you want to make a difference in solving hunger, let us know! Contact **Jennifer Clark Robertson**, jclarkrobertson@brafb.org or (540) 213-8402. An interview will be required to be sure your volunteer placement is fulfilling for you and also meets our needs.

LEAD VOLUNTEER

Lead Volunteers orient groups of new volunteers to the Food Bank, our programs, and the work to be performed that day and will then supervise these groups in their activities. They may lead tours of the Food Bank, as well. These positions are available throughout our service area, and are ongoing (i.e., not one time). Shifts are scheduled subject to availability (flexible).

Lead Volunteers combine their love of volunteering with their leadership skills to supervise, and may work occasional evening and weekend warehouse work, special events, and some warehouse functions. **Work locations available: Verona, Charlottesville, Winchester, Lynchburg**

ADMINISTRATIVE/CLERICAL VOLUNTEERS

Assist our dedicated and friendly staff with general administrative tasks. Volunteers are needed to assist with filing, paperwork, and organizing large mailings. Administrative volunteers are needed in many departments, so if you have excellent attention to detail, computer experience, or the ability to organize and balance multiple projects, consider sharing your talents with us. Shifts are flexible, and ongoing work is available. **Work location: Verona, Charlottesville.**

DATA ENTRY

The Agency Relations & Programs team is looking for individuals who are tech-savvy and who can do accurate data entry in a new software program that will be implemented in food pantries, soup kitchens, and shelters across our service area. The work will take place at the partner agency sites. **Work location: Throughout service area at offsite locations (food pantries).**

PHOTOGRAPHER

The best kind of storytelling is visual. Pictures are an important way for the Food Bank to illustrate, communicate and reinforce our culture and the impact of our work. Donate your photography skills to help document our events, programs, volunteers and staff. The work is sporadic, and can often be scheduled at your convenience. **Work location: Throughout service area.**

VIDEOGRAPHER AND VIDEO EDITOR

If you have an eye for capturing great moments through video, we'd love to have your help! Help us capture and tell the stories of people in our community who are food insecure. Put your video

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editing skills to work to provide us with tools we can use to communicate. The work can often be scheduled at your convenience. **Work location: Throughout service area.**

SUBSTITUTE RECEPTIONIST

As the face of the Blue Ridge Area Food Bank in Verona, our receptionist serves as an ambassador, greeting volunteers, visitors and guests, and directing them to the appropriate areas. This volunteer will serve as back-up to our full-time receptionist to cover the responsibilities of the position during planned vacations. Answer incoming phone calls; notify Food Bank staff of visitor arrivals and other front desk duties. Shifts are known in advance and can be planned with you.

Work location: Verona

WRITER

If you have a knack for words and love to tell a human-interest story, we could use your talents! Help us capture and tell the stories of people in our community who are food insecure themselves, or the stories of those who are helping to feed them. This work may involve regional travel and will require you to schedule interviews and visits at the convenience of the story's subject. We would like to see writing samples, as part of your application process. **Work location: Throughout service area**

COMMUNITY OUTREACH AMBASSADOR

Do you enjoy attending concerts, community fairs and other events? If so, help us advocate for hunger relief as a Community Outreach Ambassador. Raise your voice on behalf of the Food Bank and represent our organization at special events in your area. Share our story by interacting with community members and provide handouts and education on the work we do and the neighbors we serve. Shifts are known in advance and may include some evenings and weekends. **Work location: Throughout service area, as needs arise.**

RETAIL CUSTOMER SERVICE SPECIALIST

The Food Bank's Partner Pickup Program ensures that millions of pounds of food reach the homes of hungry neighbors instead of sending it to landfills. The Retail Customer Service Specialist assists staff in stewarding and maintaining positive relationships with grocers, and makes sure the program's processes are running efficiently and the needs of the food bank, our retail partners, and agencies are being met. You will develop and maintain relationships with retail store managers and ensure that donation program guidelines are being met.

This volunteer position requires attention to detail, and excellent communication skills, and it's an exciting and meaningful opportunity to help us maintain and maximize a vital source of donated food. We estimate the time required to be an average of 5 hours per week to start, less after relationships are established. **Work location currently available: Verona.**

TRANSLATOR

As a volunteer translator with the Food Bank, use your skills and expertise to ensure people have access to vital nutrition information. The most-needed languages include Spanish, Arabic, and Russian; however, there could be help needed in other languages. The volunteer will serve as an interpreter for the Partner Services Coordinator and the pantry staff. Shifts are based on pantry hours. **Work location: Throughout service area at our partner agencies, as needs arise.**

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