



## Sample Volunteer Job Description

Source: The Stop Community Food Centre

*Job descriptions are an important way to clearly communicate roles, responsibilities and expectations of volunteers. This sample job description is for volunteer assistants at the Good Food Market program.*

**Purpose** To assist in organizing and running The Stop's weekly Good Food Market

**Volunteer Name:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

## Responsibilities

### Program Specific

- Prepare produce
- Help lay out produce for sale
- Assist shoppers with purchases
- Bag produce
- Contribute ideas to improve the market
- All aspects of clean up

### General

- Notify staff if a problem arises
- Offer suggestions for program improvement
- Participate in formal and informal program evaluations
- Other tasks as planned with the program coordinator



**community food centres**  
**CANADA** good food is just the beginning



### **Skills and Attributes**

- Ability to understand and comply with The Stop's policies and procedures
- Ability to work respectfully with people of diverse backgrounds and experiences
- Ability to work independently and as a team player
- Problem solving and conflict resolution skills
- Good sense of humour
- Openness to learning
- Basic English

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_