

Volunteer Position Description

Name of Organization/Program:

Evening Sandwich Program

Mission/Overview:

Provide take-out meals on a no questions asked basis.

Volunteer Position Title:

Meal preparation

Volunteer Role Description:

Volunteers make sandwiches and ready them to give to the public.

Time Commitment: *Please select the length of the volunteer commitment and include any helpful details about how many hours volunteers should be available to serve weekly/monthly.*

☐ Limited Time/When Project is Complete ☒ Ongoing at Flexible Times ☐ Ongoing at Specific/Set Times

Details About Time Commitment *(Please include the number of hours you would like students to serve in this role each week as well as any set dates/times if applicable):*

The Evening Sandwich Program is open three days a week. Tuesday, Wednesday and Friday from 10 to 4, with service to the public from 3-4.

Number of Volunteer Positions Available: 2

If you may have other volunteer positions at your organization with different responsibilities or expectations, please complete a separate form for each unique role. Please include the number of volunteers you would like to serve in this specific role.

Volunteer Responsibilities/Expectations:

- Must learn to make a sandwich and prep for service.
- Some cleaning of kitchen may be required.
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Desired Qualifications/Skills:

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- Work with others
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Volunteer Coordinator/Volunteer Supervisor at Organization

Name:

Title:

Maili Bailey	Director

Email:

Telephone:

mailibailey50@gmail.com	207-399-2563
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Preferred Communication Method of Volunteer Supervisor:

X ☐ Email X ☐ Telephone ☐ No Preference/Both

Volunteer Resources:

Please list any technology, software, digital platforms, or other resources that volunteers will need in this position

List of Resources/Tools: • • •
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Does this volunteer position involve interaction with minors or other vulnerable populations?

X ☐ Yes ☐ No

If yes, please provide further details:

The Evening Sandwich Program serves anyone who comes through the door and that may be children and others.
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Are there any screenings, background checks, training, or other safety measures that volunteers need to complete before beginning their service?

☐ Yes X ☐ No

If yes, please provide further details:

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Additional Information: We would be glad to offer a Colby Volunteer a chance to serve the community. In 1990, Colby help get the program started by fundraising and doing some volunteering as well.