

## **GGFB JOB DESCRIPTIONS**

**BOARD OF DIRECTOR – Attends monthly meeting the Tuesday after the pack for 2-2 1/2 hours in Wasaga or Collingwood. Participates in promotional activities ie trade shows, promoting the GGFB.**

**PRIMARY PHONE CONTACT PERSON; Has the GGFB main phone in their home and replies to all inquiries in a timely manner.**

**SUPPLY PURCHASER; Source, price and picks up/delivers supplies to Collingwood, Wasaga, and Stayner. Such items as – bags, plastic bins, bushel baskets, rollers, flyers, envelopes etc.**

**VOLUNTEER COORDINATOR; One each required for Collingwood, Wasaga and Stayner. Keeps the email addresses for all volunteers. Notifies them monthly of the pack. Keeps a volunteer list at the monthly pack and submit to the Board of Directors yearly to keep track of volunteer hours.**

**BANKER; Second Thurs of each month. Collects envelopes from all locations in either Stayner, Collingwood or Wasaga. Reconcile money and deposit in TD bank. Approx. 4 hours.**

**DATA ENTRY CLERK; 2<sup>ND</sup> Thurs/Fri of the month. Collects all envelopes from Banker, Collects Paypal orders and ongoing orders including donated bags from nurses, doctors, churches, teachers etc. Prepared separate alphabetical lists for each pick up location in your town. Approximately 3 hours per month. Prints lists and signage for Pack day. Lists is to be forwarded to Mary Jane, and Mark.**

**PAYPALL COORDINATOR; Available on an ongoing basis to review paypal orders throughout the month and check for accuracy. Prepare paypal orders for Wasaga/Stayner/Collingwood and forwards to each Data Entry Clerk by 2<sup>nd</sup> Thurs of the month. Works with IT person to ensure accuracy of our paypal site.**

**SOCIAL MEDIA COORDINATOR; Available on an ongoing basis to ensure our facebook, and web site are accurate. Makes regular posts to facebook to remind clients of cut off dates and pick up dates as well as special promotions. Runs all fund raising events and promotion online. Attends monthly meetings.**

**DELIVERY DRIVERS; Third Wed of the month 11am – 1 pm must have vehicle and own gas to deliver GGFB to shut ins.**

**PACK VOLUNTEER #1 – Available third Wed of the month 8:30 am – 11 am. Able to lift 20-50 lbs of produce from the truck to the pack tables. Resupply tables, move flatbed truck , tie bags and move them around the room, cut up cardboard and dispose in proper location. Set up/tear down room with tables, chairs. Strong man or woman.**

**PACK VOLUNTEER #2: Available third Wed of the month 9 am – 11 am. Able to lift one item into bag on rollers, fold flyers, place empty bags in baskets, assist with clean up sweeping, breaking down cardboard**

**PACK DISTRIBUTION CLERK 1; - Available third Wed of the month 9 am – 1 pm. Personable with good telephone skills. Able to lift 20 lb bags. Distribute GGFB to people on the list and cross them off the list. Call clients if they do not pick up bags on time.**

**PACK DISTRIBUTION CLERK #2: Available third Wed of the month from 9 am – 1 pm to assist #1 moving bags around and assist loading cars.**

**PACK REFRESHMENT COORDINATOR; Available third Wed of the month from 8:30 am – 10:30 am. Able to prepare coffee/snacks for approximately 25 volunteers with appropriate disposable products.**