



## **VOLUNTEER JOBS**

### **Marketing:**

**Volunteer job:** Graphic Artist

**Description:** Create creative graphic designs for advertisements, website, posters, banners, signs, in-store messaging and special events.

**Time:** 2 to 4 hours per week

**Reports to:** Marketing Chair

**Volunteer job:** Marketing Support

**Description:** Post events on community blog calendars, Write Press Releases and send to press contacts, Determine how/ where to advertise, Write content for articles for consideration in Natural Awakening, Write content for articles for opportunities as they are presented (such as W4 Chamber publication, Observer, etc.)

**Time:** 4 – 8 hours per week

**Reports to:** Marketing Chair

**Volunteer job:** Marketing Administration

**Description:** Maintain member and general email list, Data entry, Coordinate special projects.

**Time:** 2 hours per week

**Reports to:** Marketing Chair

### **Finance:**

**Volunteer job: Membership Billing Clerk**

**Description:** Prepare and Mail all equity payment reminders for annual membership payments, Record all member payments received, Follow-up with any delinquent pays

**Time:** 1-2 hours a week

**Reports to:** Treasurer/Director of Finance

**Assistant to Treasurer/Director of Finance**

**Description:** Reconciles bank and credit card accounts monthly, Prepares monthly journal entries, Creates cash deposits weekly, Assists in Monthly Financial Board Package Creation, Creates ad hoc reports as needed., Assists in tax preparation and other regulatory reports

**Time:** Approximately 2- 4 hours a week. Month-end closing tends to be the higher number of hours. Other weeks are on the low end.

**Reports to:** Treasurer/Director of Finance

**Volunteer job: Accounts Payable Clerk:**

**Description:** Reviews vendor invoices for accuracy, Scans all non-digital invoices and files them in our system, Enters all vendor invoices in QuickBooks, Reconciles any vendor statement with our system, Trouble shoots any discrepancies

**Time:** 3 - 4 hours a week

**Reports to:** Treasurer/Director of Finance

## **Board/Membership:**

**Volunteer job:** Volunteer Coordinator

**Description:** Volunteer Coordinator works to actively recruit community members to fill various volunteer needs at the Doylestown Food Market, both in the store and on various committees. This could be a shared volunteer position. The Volunteer Coordinator(s) will have regular communication with Member/Owners (through email, Facebook and personal interaction) to encourage volunteering. They will seek out other sources of possible volunteer help from the community, such as high school and college students needing service hours. They will also have regular communication with the Store Manager and Committee Chairs regarding volunteer needs in these areas.

**Time:** 2 – 4 hours per week

**Reports to:** Board President

## **Membership and Education:**

**Volunteer job:** Chair, Membership and Education Committee

**Committee Mission Statement:** To look for and implement ways to grow and sustain membership base, establish clear communication channels for members, and engage members in actively supporting the co-op through a variety of educational and community events.

**Description:** Organize and chair once a month two-hour meeting. Create agenda; secure minute taker, send minutes / action items after meeting in a timely manner; create monthly board report; oversee new member recruitment and welcome, eco-system partner program, monthly book club, Farm Fresh Film Series, and new member welcome. Collaborate with Marketing for promotion of events.

**Time:** Two hours per month for meeting, plus additional two-three hours per month with creating agenda, minutes, board report, and overseeing project and task accountability.

**Reports to:** Board

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**Volunteer job:** Sponsor Outreach for Film Series (sub committee of Membership and Education)

**Description:** Work with Marketing to create Sponsor form. Contact potential sponsors in person, by telephone, and email for sponsor commitment 6-8 weeks prior to each film. Receive sponsor slide and payment. Work with Marketing to create slide show incorporating sponsor ads.

**Time:** Varies, approximately ten-twenty hours prior to first film; approximately six hours for remaining films per season.

**Reports to:** Film Committee Chair

**OPEN – REVISED Volunteer Job:** Back up/Protégé Book Club Facilitator

**Description:** Work with established Book Club Organizer and Facilitator to select books for each month; co-facilitate monthly book clubs at the Doylestown Bookshop.

**Time:** 2 hours a month

**Reports to:** Membership-Education Committee Chair

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**OPEN – REVISED Volunteer Job:** Cooking Demo Co-Organizer (Margaret H will organize with one other person)

**Description:** Organize a monthly cooking demo program. Secure location and local chef/nutritionist to do demo. Work with Marketing to promote.

**Time:** 1 hour a week; 3 hours during week of the Demo

**Reports to:** Membership-Education Committee

**Volunteer Job:** Ambassador

**Description:** Ambassadors are representatives of the Doylestown Food Market and an extension of our Membership Committee. The responsibility of an Ambassador is to **engage, inform, and persuade** non-members to help grow our membership base. Ambassadors need to be enthusiastic about the co-op and informed about its mission, values and key facts. All you need is to attend an introductory training with our Membership Chair to become an Ambassador! Ambassadors are needed at our various open houses, fundraisers, and community events. We also like to have Ambassadors in the store on busy days, like Saturday mornings.

**Time:** Whatever you feel like giving

**Reports to:** Outreach Coordinator

**Operations:**

**Volunteer job:** Driver

**Description:** Pick up product from local farms and producers and deliver to the store, Regular run every Wednesday, Possible other runs as needed, May be shared with other volunteers

**Time:** 3 hours per week on Wednesdays or alternate Wednesdays if shared

**Reports to:** Store Manager

**Volunteer job:** Store Assistant

**Description:** General retail activities – stocking, cleaning, etc.

**Time:** 4 hours per week or more according to your availability

**Reports To:** Store Manager

**Volunteer job:** Handy person/Maintenance

**Description:** Work on assorted maintenance tasks in the store as needed

**Time:** Occasional needs, 1 or 2 hours per week

**Fund Raising:**

**Volunteer job: Fund Raising Committee Planner**

**Description:** Maintain list of proposed and planned fund raising activities, take minutes at fund raising meetings, manage project plan for major events (Local Live, Farm To Table Dinner)

**Time:** 2 hours per month plus 1 to 2 hours per week prior to major events (Local Live, Farm To Table)

**Reports to:** Fund Raising Committee Chair

**Volunteer job: Fund Raising Event Activities**

**Description:** Volunteer for specific fund raising events, typically a one day activity at the event, possibly with a day or two preparing for the event in advance. May include set up, decorating, managing silent auction, serving, cleaning up, etc. Activities planned to match your skills and interests!

**Time:** 2 to 6 hours per event

**Reports to:** Fund Raising Committee Chair