



Volunteer Position Descriptions Updated 1/04/13

Outreach Volunteer

Outreach Volunteers help people learn about ways to increase the percentage of local food in their diet by connecting them with local farms and food businesses, which makes buying local even easier. They share what CISA does to help farms and businesses in the Valley who need resources, support and additional expertise—which ultimately contributes to a more vibrant and sustainable local economy.

This position is appropriate for anyone likes to talk local food—students, foodies and locavores, parents and kids who eat local, farmers and gardeners. Volunteer as a group with your student club, community garden or CSA membership!

Key Responsibilities

Outreach Volunteers represent CISA at community events by sharing information with the public about CISA's work and mission and answer occasional questions (commonly known as tabling). Tasks include asking people to sign up to receive CISA's monthly e-newsletter, and handing out bumper stickers and educational materials, including CISA's *Locally Grown: Farm Products Guide*, membership pamphlets, and other CISA publications.

Location

Various community events throughout the Valley.

Supervision

Volunteers report to CISA's Volunteer Coordinator or appointed CISA staff/representative. Contact information will be provided.

Time Commitment

Tabling shifts are typically 1-3 hours in length, and opportunities to volunteer are ongoing.

Qualifications

Outreach Volunteers must be appropriate representatives for CISA (i.e., friendly, presentable, knowledgeable) and should be comfortable in conversation with the public. Good communication skills are a plus. Volunteers must also be reliable, on time and have their own transportation to and from events.

Support and training

CISA will provide you with a Training Guide and Orientation handout before you volunteer. We ask that you read the materials and spend some time browsing our website before your volunteer shift. In addition, you are always welcome to ask questions or briefly meet with our Volunteer Coordinator beforehand. Volunteers are welcome to sign up with friends, family members, spouses and partners.

Benefits

Outreach volunteers attend and support local community events, and meet people who are also interested in local food and farming. Volunteers will learn more about local food and agriculture, and connect with CISA in new ways.

Event Volunteer

Event Volunteers play a crucial role in organizing and executing events such as Winter Fare, CISA's Annual Meeting and our annual fall fundraiser, Taste the View. Successful fundraising events provide much-needed funds that help CISA realize our mission to strengthen local agriculture. Volunteering at CISA-run community events helps support and grow our local food economy by connecting farms with the community.

Key Responsibilities

Tasks vary at each event, but may include set up, decoration, food pick up prior to event, registration activities, seating, directing attendees and guests, handing out programs and event materials, serving food or drink, helping with clean up and return of borrowed or rented items.

Location

Time, dates and locations of events vary. See the posted Calendar of Volunteer Events for details.

Supervision

Most Event Volunteers will work with a team of people, but some independent tasks may be necessary. Volunteers will report to CISA staff or a designated volunteer leader. Contact information will be provided.

Time Commitment

Varied. Volunteers can elect to work an entire event, or in shifts of 2-4 hours, depending on the event.

Qualifications

Event Volunteers must be good at following directions and able to work cooperatively with other volunteers. Flexible attitudes are a plus. Volunteers must be reliable and on time for event or assigned shift, and should provide their own transportation. Depending on the event and tasks necessary, volunteers may be asked to stand for long periods of time or to carry heavy objects.

Volunteering at events is not always suitable for young kids, so please ask if we can accommodate young family members.

Support and training

A designated volunteer coordinator will be present at the event, unless volunteers were assigned specific independent tasks. Event Volunteers will often work alongside other volunteers. If any volunteers would like to know more about CISA before volunteering, we are happy to share the training handout provided to CISA's Outreach Volunteers.

Benefits

Successful events contribute to success for CISA, whether in fundraising, spreading the "buy local" message or increasing community support for CISA's work. Event planning and coordinating is fun and sometimes chaotic, but being part of the team that pulls off a major event is ultimately rewarding. Event Volunteers get to meet other CISA supporters, and do hands-on work that helps CISA connect more local farms, families, businesses and community organizations.

Office Volunteer

Office Volunteers engage in important administrative activities that support both CISA's programs and development efforts. For example, volunteers might be recruited to help out with CISA's Local Hero program (which provides marketing assistance and other resources to farmers and local businesses) or CISA's community membership program, which helps ensure CISA's financial stability and longevity.

Key Responsibilities

Tasks may include assisting with mailings for program enrollments, appeals, renewals, solicitations and invitations; packaging and distributing Point of Purchase (POP) kits and Farm Products Guides for Local Hero members; or other office activities such as photocopying, data entry, research, event planning or follow up phone calls.

This is a great volunteer opportunity for high school and college students, as well as adults with flexible schedules!

Location

CISA's office is located at One Sugarloaf Street in South Deerfield. Some tasks (distribution of materials, for example) may involve traveling to farms and businesses in the Valley.

Supervision

Office volunteers will usually work with a CISA staff member designated on a project-by-project basis. CISA's Volunteer Coordinator, or the person who recruited you, may or may not be present.

Time Commitment

Scheduling is flexible, and no ongoing commitment is required. Most office volunteer shifts last 1-4 hours.

Qualifications

Volunteers should have basic office know-how, including knowledge of mailing, photocopying and computer operations. This position usually requires weekday daytime availability, and volunteers should have their own transportation.

Support and training

You will always know who to report to whether it is CISA's Volunteer Coordinator or another staff member. Contact information will be provided. If you want to know more about CISA before you volunteer, we are happy to share with you the training packet that we provide to Outreach Volunteers.

Benefits

Office Volunteers assist with everyday tasks that help CISA run our office smoothly, retain members and donors, as well as spread the word about local food and agriculture. Office Volunteers get to meet and work with CISA staff on in-house projects.