



Bancroft **Volunteer Position Description**

Position Title: Shopping Assistant

Program: Community Services for Adults

Basic Function: Support staff in stocking group home with necessary food items for nutritional meals.

Reports To: Manager of Volunteer Services & Site Supervisor

Time Commitment:

Community Need: To nurture the abilities of people with neurological challenges so they can live as independently as possible.

Position Responsibilities:

- Work with supervisor on establishing an appropriate schedule for shopping.
- Assist staff in developing a shopping list.
- Purchase necessary items using tax exempt form as necessary and keeping receipts.
- Deliver items back to group home and assist in unloading and stocking items.
- Submit receipts for records.
- Demonstrate core values of Teamwork, Compassion, and Independence in the performance of job responsibilities.

Special Skills/Requirements Necessary:

Shopping!

Schedule:

Location:

I have received a copy of my job volunteer job description and understand that if I have any questions about my job responsibilities (listed or later assigned) I should ask my on-site supervisor or the Manager of Volunteer Services for clarification.

Volunteer Signature

Date

Manager, Volunteer Services

Date