

VOLUNTEER ROLES



There are many different roles available for volunteers at a breakfast club. Find out what each volunteer would like to do so you can utilize them in a way that suits them best. Many people will assume that volunteering with the breakfast club means early mornings serving food and cleaning. It is important to help people understand that there are a variety of volunteer positions available during flexible times, in order to make the breakfast program accessible to all potential volunteers. Here is a list of possible volunteer roles for the breakfast club:

PROGRAM COORDINATOR

Manages and provides leadership for the overall organization of the breakfast club.

DAILY VOLUNTEER

Prepares and serves breakfast, helps with clean-up and interacts with children each day.

MENU DEVELOPER/HEALTH AND NUTRITION ADVOCATE

Creates a weekly or monthly menu that includes foods that are in-season and on sale, and develops recipes that suit participants' tastes while avoiding allergens. Provides nutrition guidance and advice.

GROCERY SHOPPER/FOOD ORDERS

Reviews flyers for sales, places orders or purchases food and delivers it to the school.

TREASURER

Keeps tabs on the financial records and receipts, food and equipment purchases, and donations. Develops a budget and updates as needed.

FUNDRAISER

Initiates and organizes a fundraising event, or leads a fundraising committee.

REPORT WRITER

Seeks new funding opportunities and completes grant applications. Compiles and submits the information needed to report back to funders (e.g. monthly reports, progress summaries, and year-end reports)

VOLUNTEER MANAGEMENT

Recruits volunteers, develops the volunteer schedule, communicates with volunteers about school events, menu changes, etc.

COMMUNITY OUTREACH

Builds support from the broader school community. Seeks to increase community involvement through volunteering as well as monetary and food donations.

COMMUNICATIONS

Designs promotional media such as posters or brochures intended to recruit volunteers or increase student attendance. Creates breakfast program articles for the school newsletter or website, and posts messages about the program on social media sites.

FOOD SAFETY AMBASSADOR

Routinely inspects the program to ensure compliance with all food safety regulations and provides recommendations to ensure a safe food environment is maintained at all times.

ACTIVITIES AND SPECIAL EVENTS

Plans and facilitates fun and educational events and activities in conjunction with the breakfast club.

STUDENT VOLUNTEER MENTOR

Recruits student volunteers and provides ongoing guidance and support.

PREP CHEF

Takes care of prep work such as baking muffins or chopping fruit and vegetables during the afternoon or after school so that the food is ready for the morning.