

VOLUNTEER NEEDS LIST

Intermittent Volunteer Opportunities

The following volunteer opportunities occur on a semi-regular basis, but do not require an on-going commitment. In other words, if you sometimes have a couple hours per month to volunteer, but can't commit long-term, these are the opportunities for you!

General Outreach Activities at Community Events

MFC is often invited to participate in community events, including First Friday on Stark, the Montavilla Street Fair, the Montavilla Jazz Festival, the Jade Night Market, Frosty Fridays (Christmas), and many more! We believe this kind of community engagement is the most important thing we do to recruit new member-owners and show support for other community organizations. We typically have a booth at these events where we have games and activities, have informational materials and co-op swag, and member-owner applications.

Volunteer activities include: tabling, distributing brochures, talking about the co-op with community members, and recruiting new member-owners and volunteers.

- **Time Commitment:** Community events occur throughout the year, typically on weekends. Volunteer for 2-4 hour shifts during events, or set-up/tear-down approximately one hour before and after events
- **Co-op Will Provide:** Brochures, answers to FAQs, tabling kit

Volunteer at a Farmers' Market Booth

Farmers' Markets have been busy this season with many people showing an interest in Montavilla Food Co-op! Having a second person at the booth as much of the time as possible will make us able to reach more people. Don't worry about not knowing the answers to every question, you will be partnered with an experienced volunteer who will be there and can help!

- **Time commitment:** MFC tables at the Montavilla Farmer's Market approximately once a month on Sunday from 10:00am-2:00pm. Volunteer for 2-4 hour shifts during events, or set-up/tear-down approximately one hour before and after events
- **Co-op will provide:** Tabling kit including the answers to FAQs

Take Minutes at Board Meetings

So that all Board members are able to give their full attention throughout each Board meeting, we would like to recruit a Volunteer Minute Taker. As the volunteer, you would take minutes during the meeting which you would send to the Board Secretary within three days. It is recommended that you take notes on your own laptop, so that they don't have to be typed up later.

- **Time commitment:** Board meetings typically occur the third Thursday of each month from 6:30pm-9:00pm.

Presenting Information Sessions or at other events

We are looking for volunteers who are comfortable with public speaking and enjoy spreading the word about our effort in Montavilla! You will share the co-op with organizations, community groups, and anywhere else that people will have us!

- **Time commitment:** The co-op usually hosts information sessions 2-4 times per year on a Saturday or Sunday (scheduled around presenter's availability). The sessions usually last about 2 hours. Presenters are asked to be present for the entirety of the session.
- **Co-op Will Provide:** PowerPoint presentation (can be modified), Script (can be modified), Tabling Kit