



## GROUP VOLUNTEER POSITION DESCRIPTION

### POSITION TITLE: BAGGED LUNCH ASSEMBLY

<b>WHEN</b>	DROP OFF: Saturdays from 9:45 am – 11:00 am
<b>WHERE</b>	Groups are responsible for providing their own space and materials to pack bagged lunches. The lunch bags can be dropped off at any of our three sites, provided that there are enough bags to cover a meal: <ul style="list-style-type: none"> <li>• Christian Faith Fellowship Church East, 724 S. Layton Blvd. (S 27<sup>th</sup> St.); REQUIRES 200 LUNCHES</li> <li>• St. James' Episcopal Church, 833 W Wisconsin Ave; REQUIRES 250 LUNCHES</li> <li>• Our Next Generation Neighborhood Center at 3421 W. Lisbon avenue; REQUIRES 150 LUNCHES</li> </ul>
<b>SUPERVISOR</b>	Angela Wright, Program and Volunteer Manager
<b>HOW TO SIGN UP</b>	Groups must call The Gathering office at (414)272-4122 for available dates and to sign up (dates fill up quickly – so don't delay!)
<b>IMPORTANT INFORMATION</b>	Groups are responsible for providing their own materials for bagged lunches. Bagged lunches are an optional, additional meal provided for our guests to take "on the go." We do not provide space or materials for this project. <b>**We do not have refrigeration space to store lunch bags**</b> Please do not put items that require refrigeration into the lunch bags.
<b>WHAT TO EXPECT</b>	Groups assemble lunches in quantities of 250, 200 or 150. Each lunch should include items that do not require refrigeration such as: <ul style="list-style-type: none"> <li>- 1 sandwich (cheese or peanut butter &amp; jelly)</li> <li>- 1 beverage (bottled water or juice box)</li> </ul> 1 or 2 snacks (fruit, chips, etc.)
<b>PURPOSE OF VOLUNTEER ASSIGNMENT</b>	Groups who assemble bagged lunches are helping provide extra meals for The Gathering's guests, beyond our regular meal service on weekends when access to meal programs is more difficult. Bagged lunches are distributed to guests as they exit The Gathering's Saturday lunch meal. Our guests greatly appreciate having the extra food to take along with them.
<b>QUALIFICATIONS</b>	This project is appropriate for groups of all ages and abilities. Group leaders are responsible for collecting the supplies and organizing their groups to assemble the lunches, communicating with The Gathering's Volunteer Manager about the status of the bagged lunches, and dropping off lunches at specified site and time.
<b>LENGTH OF COMMITMENT</b>	Groups may bring lunches multiple times, but must contact The Gathering Office to schedule dates (414)272-4122
<b>BENEFITS TO THE VOLUNTEER</b>	This is a unique project in that groups can make it their own! Speakers are available to talk to the group about The Gathering in order to enrich the experience. Contact The Gathering office for more information.

Questions or comments? Contact Angela Wright, [angela@thegatheringwis.org](mailto:angela@thegatheringwis.org)

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*People in Community Feeding the Hungry*

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