

**New Sociables
Feed My Starving Children Leader
Job Description
2024 - 2025**

1. Coordinate opportunities for New Sociables members to volunteer as a group at Feed My Starving Children, 990 Lone Oak Road, Eagan MN.
2. Monthly packing sessions are booked through the link at www.fmsc.org, the website for Feed My Starving Children. Sessions are usually booked for the 2nd Friday of the month in the 9:00 to 10:45 time slot. Participation may vary; when reserving slots it has generally been sufficient to initially reserve space for 15 to 20 volunteers. This number may be modified.
3. Information publicizing the specifics of the monthly activity is submitted to the newsletter editor each month. This should include details about the upcoming opportunity for service. It should also include information about the previous packing session (number participating, number of boxes and how many meals they represent, and the number of children fed from the food that was packed.)

The complete newsletter article is to be sent to the newsletter editor(s). If the 2nd Friday falls after the usual deadline of the 10th of the month the newsletter editor(s) should be made aware of when the packing numbers will be submitted.

4. An email list of all potential volunteers should be created.
5. The Service Activity Leader should be prepared to speak about the activity as well as provide a sign-up sheet at each General Meeting.
6. Five to seven days prior to the packing sessions – typically Monday prior to the scheduled Friday packing session – the leader should send a reminder email to the entire list; it is very common for plans to change. Once the reminder has been sent and cancellations or additions are known, the leader then registers the names of those volunteering. Again, this is fluid and can be modified even after registration.
7. Because we work together with other volunteer groups, family members and friends can be invited to participate alongside New Sociables members. The Service Activity Leader registers both New Sociables members and non-member volunteers.
8. Leader(s) are expected to keep this description up to date, and to provide the information to the President, as well as to their Activity successor. The President provides the information to the New Sociables Board as well as maintaining it for reference.