



## Volunteer Position Description

### FACETS

<b>Location</b>	FACETS Main Office 10640 Page Ave, Suite 300, Fairfax, VA 22030
<b>Position Title</b>	<b>Hot Meals Intern</b>
<b>Purpose</b>	This intern will manage the Hot Meals program that delivers a hot meal to street homeless and precariously housed individuals 365 days a year and ensure the seamless running of the program.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monthly visits for Hot Meals runs</li> <li>• Lead quarterly meetings</li> <li>• Maintain calendar of delivered meals and menus</li> <li>• Enter monthly and daily data from congregations into Raiser’s Edge</li> <li>• Run monthly reports</li> <li>• Communicate with teams to keep them updated on important information regarding FACETS and the Hot Meals Programs</li> <li>• Other duties as assigned</li> </ul>
<b>Time Commitment</b>	10 hours a week
<b>Supervisor</b>	Volunteer and Events Manager
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum age of 21</li> <li>• Proficient in Microsoft Office programs</li> <li>• Familiarity with Volunteer and Donor Databases</li> <li>• Detail oriented and organized</li> <li>• Strong communication and leadership skills</li> <li>• Ability to work on occasional evenings and weekends</li> </ul>
<b>Training</b>	Will be provided
<b>Appointed by</b>	Volunteer and Events Manager