

Role	<b>Client Intake Volunteer</b>
Purpose	Assist with client intake during the initial days using Link2Feed, when all client profiles will need to be added to the system.
Specific tasks	<ul style="list-style-type: none"><li data-bbox="479 357 1356 424">▪ Sit with clients and respectfully ask them to provide demographic and other information.</li><li data-bbox="479 455 998 483">▪ Enter client information into Link2Feed.</li></ul>
Time commitment	Varies from two to four hours, excluding travel time. Number of visits per launch varies.
Qualifications	<ul style="list-style-type: none"><li data-bbox="479 613 1307 680">▪ Ability to work together comfortably with individuals from diverse backgrounds</li><li data-bbox="479 711 625 739">▪ Patience</li><li data-bbox="479 770 706 798">▪ Computer skills</li><li data-bbox="479 829 1161 856">▪ Non-English language skills helpful for some locations</li></ul>
Training provided	Link2Feed food bank software intake section. Training provided at beginning of first shift with script provided.

Role	<b>Computer Literacy Volunteer</b>
Purpose	Prepare agency workers with varying levels of computer skills to use Link2Feed.
Specific tasks	<ul style="list-style-type: none"><li>▪ Help adults who are not familiar with computers learn enough skills to begin using Link2Feed.</li></ul>
Time commitment	Requirements vary, from a single two-hour session to a series of one-hour sessions for four weeks. Excluding travel time
Qualifications	<ul style="list-style-type: none"><li>▪ Ability to work together comfortably with individuals from diverse backgrounds</li><li>▪ Patience</li><li>▪ Computer skills</li></ul>
Training provided	Link2Feed food bank software basics

Role	<b>Connectivity Assessment Volunteer</b>
Purpose	Assist partner agencies in identifying and implementing hardware and connectivity solutions to enable their use of Link2Feed.
Specific tasks	<ul style="list-style-type: none"><li data-bbox="477 357 1088 384">▪ Assess hardware and internet access at location</li><li data-bbox="477 415 1307 443">▪ Recommend the best options for Link2Feed internet connectivity.</li><li data-bbox="477 474 1031 501">▪ Recommend hardware upgrades if needed</li><li data-bbox="477 533 1088 560">▪ Advise on implementation of recommendations</li></ul>
Time commitment	About one hour per assessment, excluding travel time.
Qualifications	<ul style="list-style-type: none"><li data-bbox="477 653 1307 718">▪ Ability to work together comfortably with individuals from diverse backgrounds</li><li data-bbox="477 749 1120 777">▪ Technical knowledge of connectivity and hardware</li></ul>
Training provided	Link2Feed food bank software technical requirements

Role	<b>Link2Feed Lead Volunteer</b>
Purpose	Manage Link2Feed implementation for one or more Gleaners partner agencies.
Specific tasks	<ul style="list-style-type: none"> <li data-bbox="477 359 1300 422">▪ Understand the agency’s food distribution process to best match Link2Feed capabilities with the process.</li> <li data-bbox="477 453 1398 516">▪ Determine how to structure the Link2Feed interface to meet the agency’s needs.</li> <li data-bbox="477 548 1360 611">▪ Identify and address hardware and connectivity issues (with help from hardware and connectivity volunteers if needed).</li> <li data-bbox="477 642 1377 705">▪ Identify and address computer literacy issues (with help from computer literacy volunteers if needed).</li> <li data-bbox="477 737 1198 762">▪ Provide or arrange for Link2Feed training as appropriate.</li> <li data-bbox="477 804 1127 829">▪ Assist at launch (with help from launch volunteers)</li> <li data-bbox="477 861 1008 886">▪ Provide reasonable support after launch.</li> </ul>
Time commitment	A minimum of two to four hours of service per week for a minimum of three months. Timing can be flexible. Hours worked self-scheduling. Mutually convenient times negotiated with agency.
Qualifications	<ul style="list-style-type: none"> <li data-bbox="477 1062 1146 1087">▪ Strong computer systems and technical competence</li> <li data-bbox="477 1119 1308 1182">▪ Ability to work together comfortably with individuals from diverse backgrounds</li> <li data-bbox="477 1213 776 1239">▪ Project management</li> <li data-bbox="477 1270 678 1295">▪ Organization</li> </ul>
Training provided	<p data-bbox="477 1335 959 1360">Link2Feed food bank software (in depth)</p> <p data-bbox="477 1392 1203 1417">2 hours training, plus 2 hours shadowing with a staff member</p>