

## **JF&CS Family Table Site Coordinator Commitment**

The role of the Family Table Site Coordinator is to be an ambassador for JF&CS Family Table in your community, keeping the Family Table mission in focus and facilitating a connection between your members, Family Table, and JF&CS. This connection promotes volunteerism and *tzedakah* and also creates greater awareness of Family Table as a resource for those who are in need within your community.

### **Outreach and Awareness**

- Regularly publicize the JF&CS Family Table program, including an explanation of the program and keep congregants, students, etc. updated about JF&CS Family Table activities.
- Use materials with JF&CS logo on all emails, newsletter articles, handouts, and other materials related to Family Table. Refer to the program as “JF&CS Family Table” in all publicity.
- Maintain ongoing contact with Family Table staff regarding volunteer recruitment and food collection efforts.
- Publicize that JF&CS is an important resource for your community. Feel free to use the following language to describe JF&CS. “For 150 years, JF&S has focused on a singular, powerful mission—to improve people’s lives. Guided by Jewish values, JF&CS provides a broad range of personalized services for anyone seeking care, guidance, and a purposeful, independent life. We strengthen families, enhance the quality of life for older adults and people with disabilities, and provide a safety net to people in need.”

### **Volunteer Recruitment**

- Family Table experiences a monthly shortage of volunteer drivers on Sundays due to the rapidly increasing number of clients. Please communicate this need with your community.
- Recruit volunteers to participate in Family Table distribution day one or two times per year. This distribution day assignment will be mutually agreed upon between the Site Coordinator and Family Table.

### **Facilitating Donations**

- Maintain collection area at synagogue or school (displaying Family Table signs, putting out collection bin, and emptying collection boxes).
- Ensure the collection of assigned items in designated quantities.

- Report exact quantity of donated items collected for Family Table.
- Deliver or delegate delivery of monthly collections to JF&CS Family Table on designated distribution Sundays or during business hours. If you would like to drop off your donations during the week, please contact Family Table at 781-693-5593 to arrange a time.
- Communicate with Family Table staff any issues or concerns with your collection bin or signage.