



Roots & Wings Program Support

Summary: Roots & Wings is a Youth Leadership and Urban Agriculture program coordinated by Angelic Organics Learning Center at Blackhawk Courts Farm in Rockford, IL. The program support volunteer commits to weekly data entry and organization of program supplies, information and spaces.

Volunteer Roles and Responsibilities:

- Data entry of program records into google sheets, including sign-in sheets, participant information, evaluation and program tracking data, and farm data.
- Organization of physical files for programs, including participant waivers.
- Preparation of copies or basic program supplies, as needed.
- Weekly cleaning and tidying of indoor program spaces.

Time commitment:

Regular Commitment: 2 to 4 hours per week.

Volunteer requirements:

Volunteers who work with children must complete a background check and child protection training.

Volunteers must commit to following the Roots & Wings Code of Conduct, and modeling good behavior with youth.

Volunteers must be comfortable working at a public housing site.

Experience/Skills Desired:

Experience using google sheets and documents.

Ability to bring own laptop to the office space for data entry.

Self-starting and quick learner about new systems; initiative to improve existing systems in partnership with staff.

Training Provided:

Overview to program goals, expectations and systems, including attending Adult Mentor training on June 4, 1 to 3 pm

Overview of data entry forms; periodic check-ins, especially in early weeks.



Reports to:

Data entry volunteer will report to Tedd Snowden, Program Director.

Location:

Blackhawk Courts Farm is at 1413 Valley Court in Rockford.

Physical Requirement

Light office work and light cleaning of office space.

Benefits:

The opportunity to make a difference in the lives of youth.

Vegetables, as available, from Blackhawk Courts Farm and Garden.

To Apply

Please familiarize yourself with our website at www.learnrowconnect.org. Fill out the volunteer application form on our website, including the Roots & Wings supplement.