

## Volunteer Position Description

Volunteer Translator

Outreach Department



Greater Cleveland  
Food Bank

**Purpose:** The Volunteer Translator will assist with the Outreach and Help Center team to translate resources flyers into different languages—to assist communities we are currently unable to assist. Currently our greatest need is for volunteers that are fluent in Spanish, Arabic, Mandarin, and Russian. Other language fluencies are welcomed as well.

Flyers and documents may relate to healthcare, housing, employment resources, neighborhood event flyers, street fairs, and more.

### Key Responsibilities:

- This volunteer will be responsible for learning and sharing information pertaining to the Greater Cleveland Food Bank programs and services and translate them into a second language to be shared with clients.
- Volunteer may have the opportunity to translate specific information for clients
- Keep accurate record of hours spent volunteering on project and provide feedback if necessary
- Return materials and information in a timely manner

### Qualifications:

- Fluent in second language other than English
- Strong communication skills
- Computer skills in Word preferred.

**Time Commitment:** Time commitment may vary. Volunteer can expect 4-6 hours available a week. Schedule can be flexible.

**Support:** Greater Cleveland Food Bank will provide training for this assignment and a nametag. Volunteer will be working in Help Center, assistance will be given if needed.

**Dress Code:** Business Casual

**Responsible To:** Benefits Outreach Leadership

To learn more or to express interest in the role, please contact Devin McNulty-DeMarco via email ([dmcnulty@clevelandfoodbank.org](mailto:dmcnulty@clevelandfoodbank.org)) or phone (216-738-2053) at your convenience.

**The Greater Cleveland Food Bank works to ensure that everyone in our communities has the nutritious food that they need every day.**