

## Administrative Assistant

Mobile Food Shelf Coordinator (Waverly)	<ul style="list-style-type: none"> <li>• Prep client folders with updated information for this month</li> <li>• Input new clients for the month into THO</li> <li>• Verify that all folders have "Entered in THO" checked for the last delivery</li> </ul>
Volgistics (Remote)	<ul style="list-style-type: none"> <li>• Input volunteer hours data on a weekly basis for group and individual volunteers</li> <li>• Pull reports to determine volunteer milestones or any specific recognition that should be made</li> <li>• Help coordinate schedules and schedule changes made by volunteers</li> </ul>
Administrative Asst. (Maple Lake)	<ul style="list-style-type: none"> <li>• Answer phones</li> <li>• Make copies</li> <li>• Send &amp; receive faxes</li> <li>• Direct service to walk in clients</li> <li>• Knowledgeable of all programs and their functions (see annual report)</li> <li>• Perform on the phone volunteer screens</li> <li>• Update Volunteer Match postings</li> <li>• Assist in creating and posting marketing materials and communications via Facebook and Twitter</li> <li>• Help keep the outreach cabinet fully stocked and organized</li> <li>• Help contain archived documents and discard of what's no longer needed</li> <li>• Follow up with any emails received in the volunteer mailbox (forward or reply)</li> <li>• Help compile the monthly impact report and volunteer newsletter</li> </ul>
Food Shelf & Thrift Shop (Waverly, MN)	<ul style="list-style-type: none"> <li>• Fill in as needed for volunteers that are unable to make their shift or if we need additional coverage</li> <li>• Assist in mobile food shelf packing events, once a month</li> <li>• Ensure all volunteers are up-to-date on the latest implemented systems and procedures; assist those that are needing supplemental assistance in regards to technology, etc.</li> <li>• Help keep white board up to date and make sure any communications from the office are written up there</li> <li>• Food Shelf Client Asst</li> <li>• Referring clients to specific resources available within and outside of WCCA; this is HUGE! Make wRight Connections a staple piece in client conversations</li> </ul>
Events	<ul style="list-style-type: none"> <li>• Attend outreach events as a WCCA representative</li> <li>• Help recruit and on-board new volunteers</li> <li>• Help recruit clients for other WCCA programs</li> <li>• Let Alivia know if you see any events in the area that you think WCCA should be a part of</li> <li>• Help build the connection between WCCA &amp; the community</li> </ul>

\*\*You will receive a t-shirt and water tumbler upon the first 2 shifts you complete or prior to the first outreach event, whichever comes first.

**WCCA Administrative Staff Contacts:**

Alivia Boddie; Volunteer & Outreach Coordinator  
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HR Generalist & Planning  
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Whitney Ledesma  
Administrative Asst  
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WCCA Main Office: Maple Lake  
130 W Division St.  
Maple Lake, MN 55358  
**Hours:** M-4: 8am-4:30pm

**Food Shelf & Thrift Shop Contacts:**

Alivia or

Tammy Prestidge  
Food Shelf Manager  
[Tprestidge@wccaweb.com](mailto:Tprestidge@wccaweb.com); 763-658-4414 (Food Shelf & Thrift Shop phone)

Food Shelf & Thrift Shop:  
411 Elm Ave  
Waverly, MN 55390  
**Hours:** MWF 9am-2pm and TuTh 9am-7pm