

updated november 2023

If you're interested in taking on any of these activities or learning how to get more involved (even for a short period of time - just please be communicative about your capacity), **join and check in with signal chat, email at cambridgecommunityfridge@gmail.com and/or join a meeting** (generally first Sunday of the month at 7 pm on googlemeet - details posted on signal)

(highlighted are highest need areas)

DESCRIPTION OF WORK / COORDINATING POINTS

GENERAL (all "core" folks)

- know where to access most important docs/info/points of contact to share with volunteers
- have access to email/google drive
- understand basic operations + open collective reimbursement process
- can answer basic volunteer questions
- stay somewhat connected to large MA fridge group (at least have 1 person in signal group)
- share responsibility of checking email

VOLUNTEER COORDINATION (2-4 ppl) - Tom [grocery pickups + sign-ups], Isabel [recruitment, signal ?s, email]

NEED: 1-2 to take over: volunteers to help publish sign ups + keep track of volunteer base + update tasks sheet + help check email

- publish volunteer sign up's monthly (ideally 1 week before upcoming month) on signal, post on instagram and email to volunteers
- make sure there are enough volunteer sign ups for check-ins - put an ask in signal/email list/insta if low
- make sure all or most FITS funded grocery trips are signed up for each week - put an ask in signal/email list/insta if not
- update volunteer contact list with new volunteers, edit if volunteers want to be removed
- update extra tasks sheet [bi-weekly]
- answer emails re: volunteering
- make sure all new volunteers have volunteer template
- answer questions from volunteers in signal
- explain process/answer questions from volunteers re: grocery pickups
- keep track of volunteer sign ups for monthly tasks
- connect interested volunteers with info on CCC pickups, walk volunteers through CCC pickup process
- add volunteers to outside signal groups when relevant ('boston fridges drivers network' for volunteers who can pick up from local orgs/businesses for ex)
- find areas where volunteers who've expressed interest can plug in or take on larger roles

SOCIAL MEDIA (1-2 ppl) - Samantha

COULD USE: 1 add person to help

**keeping social media active is important to remind folks (especially potential volunteers/folks who'd like to donate) that we're still here and operational and for gentle reminders on protocols*

- post in stories pictures from volunteer check-ins
- post about fridge updates (maintenance/improvements)
- adhoc posts/stories (asks for volunteers/reminders about fridge protocols,etc)
- check DMs and answer questions, send [volunteer template](#) to interested volunteers
- occasional main posts (volunteer orientation/fundraising/etc)
- monthly: update profile to current month under "still running as of [current month/year]"

FINANCE (1-2 ppl) - Isabel

COULD USE: 1 person to help with fundraising

- keep track of finances and how much being spent monthly
- knowledge of [open collective](#) process and send info to folks for reimbursement
- lead on [fundraising](#) if need funds (general or project specific)
 - crowdsourced
 - grant applications
 - other? events, etc (at the democracy center?)
- making sure expenses are approved on open collective
- knowledge of what bulk items are useful/have been ordered in the past, what funds are available, and connect with volunteers to understand what may need to be added
- order most bulk items + understand process of approval (5 thumbs up on signal)

OPERATIONS (2-3 ppl) - Isabel, Tom, Dikshant

NEED: 2-3 people to take over

- keep track of general operations of fridge: troubleshoot/connect with host about maintenance issues
- update host on any important updates
- keep track of on-site materials + order if running low (in lockbox there should always be: paper towels, cleaning spray, garbage bags, disposable gloves, compostable bags, hand sanitizer for volunteers) (menstrual product pantry drawer is stocked)
- keep track of weather conditions (extreme heat/cold, winter storms) to inform if more bulk items need to be dropped or coordinate w/ social media/volunteer team to put out asks for needed items (liquids/cold weather gear/extra food etc)
- update relevant information in [important docs](#) (powerpoint, passwords, volunteer template, roles, etc + note date updated)

RESTAURANT/PARTNER OUTREACH/RELATIONS (2 ppl) -

NEED: 2 ppl + adhoc/one time outreach always useful!

- connect with local/semi-local restaurants/farms/food banks to coordinate drop offs/donations
- coordinate with local businesses and volunteer base to arrange pick-ups

- outreach to any new restaurants opening in harvard sq to see if they are willing to donate
- keep track of [regular donations](#) + update
- field email inquiries from businesses about donations/donation process
- maintain relationships with local restaurants
- outreach to local community organizations involved in similar work for potential collaborations etc (cambridge womens center for instance)
- maintain relationships with local community orgs/field inquiries from local community orgs

ADHOC/MISC

- outreach to businesses/nonprofits for bulk product donations (sanitary products, hot hands, clothing, water bottles etc)
- coordinating food/clothing drives
- making hygiene kits
- coordinating communal volunteer clean up days (ad-hoc)
- volunteering for monthly deep clean *super helpful!*
- translation of fridge materials
- press relations (answering interview requests or outreach)
- community/art projects for fridge (painting, murals, etc)
 - re-painting the pantry interior with different color
 - ADA improvements - making pantry/area more accessible
 - fridge community mural
- little library (maintenance, adding fridge relevant zines, community projects)
- other - a project you're excited/passionate about that could help to build community at the fridge!