**VOLUNTEER OPPORTUNITY**  | Farms & Gardens Data Entry  
**PREFERRED VOLUNTEER START DATE**  | N/A  
**EXPECTED VOLUNTEER END DATE**  | N/A  
**SCHEDULE**  | Monday or Friday 9 AM – 2 PM, 2 hours per week  
**LOCATION**  | Dahlia Campus for Health & Well-Being *(some remote support possible)*  
**VOLUNTEER SUPERVISOR**  | Food Access Coordinator  

**PURPOSE**

Dahlia Campus Farms & Gardens connects people with fresh, local food. Dahlia Campus features three farms including an aquaponics greenhouse, a 40,000 square foot market farm and Seeds of Power Unity Farm cultivated by Mo' Betta Green. These combined and accessible green spaces support community well-being.

To illustrate the impact of our work, to uphold grants, and improve the quality of our work in the Dahlia Campus Farms & Gardens does a large amount of tracking and continual data entry. A volunteer will support this tracking system and get to be a part of the impact of the farms & gardens work.

For more information about the Dahlia Campus Farms & Gardens visit our [Dahlia Campus Farms & Gardens Webpage](#).

**KEY RESPONSIBILITIES**

- Supporting digital data entry for the Farms & Gardens team
- Organizing files
- Other administrative support tasks

**QUALIFICATIONS**

- Access to a computer with Microsoft Office 365
- Computer literate
- Data entry experience preferred but not required
ONBOARDING REQUIREMENTS

If you are a good fit for the volunteer opportunity we will begin our volunteer onboarding process with you which will require the following:

- Background Check
- Fingerprinting (applicable to select locations)
- Proof of Vaccination (COVID-19 Vaccination is required, and Influenza Vaccination is required during Flu Season)
- Volunteer Orientation

COVID-19 GUIDELINES

Our organization puts the health and safety of the people we serve, our staff and our volunteers above all else. Volunteers upon onboarding will be asked to review and agree to current organizational COVID-19 safety guidelines.

To apply for this opportunity please complete an individual volunteer application

Volunteer Applications for this opportunity are reviewed on a monthly basis