

Job: Non-profit/ fund development

## Big Brothers Big Sisters: Job Shadowing Opportunities for Littles

Name: J. Clarkson

Date: 3/17/11

Work/ cell phone: 299-3663 / 273-7119

Email: jclarkson@feedingamerica.org

Preferred contact method:  phone  email

Occupation: FUNdraiser

Employer: MANNA FoodBank

Office/ work site address: 627 Swannanoa River Road, Asheville, 28805

Description of job duties: Meeting with donors / friends of the foodbank, planning, computer work

What the youth may see/ do/ learn at the visit: Youth may see the operations of the FoodBank and learn more about marketing and development.

Special instructions regarding clothing/shoes, safety,etc. Button down shirt / blouse and dress pants or skirt would be appropriate

Is there a minimum age youth should be for job shadowing due to safety or another reason? 14 may be the youngest that would find anything of interest in my job.

Note preferred days and times for a job shadowing visit: \*just call or email me to schedule

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

