

Volunteer Job Description:

Client Support Duties:

Answers phones, completes application (via the phone)
Offer referrals when needed
Schedule deliveries, shows support to every client
(Must have access to phone and computer)

Drivers Duties:

Delivers food, clothes etc.
Picks up donations (must be able to lift 10+lbs)
Must have reliable transportation
Trucks are helpful

Clerical Duties:

Administrative support
organizing, filing, scheduling, planning etc.

Closet helpers Duties:

Wednesday's 9am-1pm
organize, sort, fold, clothes and shoes (upon request pull clothes for clients)

Pantry Helpers Duties:

Tuesday's 10:30 am-2pm
Organize, sort, stock food shelves, make food boxes for clients (upon request)

Serve on an Event Committee

- Educate our Community (Planning and/or teaching Workshops)
- Back to school
- Help for the Homeless
- Christmas for kids