

The Family Pantry-Damien's Place Inc
Volunteer Opportunities

Position	Descr	Days	Number of hours
Guest Intake	Use electronic device to check-in guests to obtain food	Thursday and Saturday	8:45 AM to 11:30 AM
Data Entry	Add data into cloud-based software required for new guests	Thursday and Saturday	9:00 AM to 11:30 AM
DOT Certified Truck Drivers	Drive truck to pick up food donations from Grocery Stores; Physical exam required. Reimbursement of said exam is available.	Week-days; varies	6-8 hours weekly
Home Deliveries	Gather groceries from warehouse and delivery to guest(s); guidance from coordinator will be given	Subject to guest schedule	4 - 8 hours weekly
Baggers and packers	Package fresh produce and bakery items for guest distribution	Thursday and Saturday	3.5 hours each day: 8 AM to 11:30 AM
Baggers and packers	Pre-Package canned items for guest distribution	Thursday and Saturday	6 AM to 8 AM
Carriage delivery	On Service days (Thu and Sat) delivery carriages of food to guests in the parking lot.	Thursday and Saturday	9:00 AM to 11:30 AM
Form Designer	Design check-in forms for guest intake in a Word document or Google form	Any	Project based 6-8 hours
Traffic Detail	Guide guests through check-in process required to obtain food distribution	Thursday and Saturday	9:00 AM to 11:30 AM
Team Leader	Leadership/Overseer required to lead a crew of 8-10 people during food distribution days	Thursday and Saturday	4 hours each day
Social Media	Regular postings about Pantry's events; news and events, pictures, etc	Any	2-4 hours each week
Newsletter	Produce bi-weekly newsletter for volunteers, donors and associates	Any	6 hours
Financial	Ability to use Quick Books; produce monthly financials from Quickbooks	Monthly	10-12 hours monthly
HR Support	Assist in formulating processes and procedures for Personnel	Any	Project based 40 hours
Operations documentation	Document processes and procedures to be used as an Operations Manual	Any	Project based 80 hours
Social Services Liason	Interview new guests and lead them to assistance that may be available to them	Thursday and Saturday	4 hours each day
Survey guidance	Assist guests to complete 1-2 surveys during July and August; answer questions guests may have, etc.	Thursday and Saturday	4 hours each day
Nutrition Guidance	Make recommendations and assist in formulating food list for guest food distribution	Any	Project based 20 hours