

Damien's Food Pantry
Volunteer Opportunities

Position	Descr	Days	Times
Community Outreach	Work with Executive Director to sponsor quarterly outreach events to guests dealing with health and nutrition	Any	4 hours weekly
DOT Certified Truck Drivers	Drive box truck to pick up food donations from grocery stores. Physical exam required. Reimbursement for cost of exam is available	Varies; Week-days	6-8 hours weekly
Guest Intake	Data Entry; Check in Guests on arrival on Service Days using software	Thursday and Saturday	7:30 AM to 12:00 PM
Hone Deliveries	Gather Groceries from warehouse and deliver to home-bound guests; guidance from coordinator will be given.	Subject to guest schedule	4-8 hours every two weeks
Inside Traffic Control	Maintain orderly carriage traffic inside Pantry during Service Days	Thursday and Saturday	7:30 AM to 12:00 PM
Newsletter	Product bi-weekly newsletter for volunteers, donors and associates	Any	6 hours bi-weekly
Operations	Assist in documenting and updating processes and procedures	Any	4 hours weekly
Outside Wait List	Enter guest information into electronic wait list system on Service Days	Thursday and Saturday	7:00 AM to 10:30 AM
Parking Lot	Directing traffic in outside parking lot on Service Days	Thursday and Saturday	7:00 AM to 10:30 AM
Social Media	Generate social media postings about Pantry events, news and events	Any	2-4 hours each week
Social Services Liason	Guide guests and lead them to additional assistance that may be available to them on Service Days	Thursday and Saturday	4 hours each day
Super Volunteer	Assigned duties on arrival to Pantry ranging from stocking shelves, guiding guests through aisles on service days, clean-up, carriage retrieval from parking lot, etc on Service Days	Thursday and Saturday	7:30 AM to 12:00 PM
Super Volunteer	Stocking shelves, checking food expiration dates on packages, clean-up, etc on non-service days	Tue, Wed, Fri	8:00 AM to 11:30 AM
Translator	Proficient in either Portuguese and/or Spanish aiding guests on Service Days	Thursday and Saturday	7:30 AM to 12:00 PM