

FAMILIES FORWARD

Food Pantry & Front Desk Volunteer Descriptions

Food Pantry Volunteer:

Our Food Pantry Volunteers are a vital part of our organization. Volunteers help accept, sort and shelve food and home good donations in addition to filling food bags and directly distributing food to our pantry patrons.

Time Commitment

- Commitment to position for a minimum of 3 months
- One 2-hour shift per week
- We understand you may need days off and are happy to work with your personal schedule.

Availability

- Shifts:
Monday - Thursday
 - 10:00am – 12:00pm
 - 12:00 – 2:00pm
 - 2:00– 4:00pm

Roles & Tasks

- *Distribution:* This role is focused on directly distributing food to clients. Volunteers should be comfortable working on a computer. Additional tasks may include bagging and shelving food for distribution.
- *General:* This role accepts, sorts and shelves donations made by individuals, groups and businesses. Volunteers also help fill bags of food and keep the pantry tidy during their shift.

Skills & Qualifications

- Age of 14 years or older
- Ability to bend and lift, up to 20 pounds
- Have a positive attitude and team mentality
- Computer skills a plus
- Bi-lingual a plus

NEXT STEPS

If you feel that this opportunity is the best fit for you, please fill out and submit our 'Volunteer Interest Form'. We will then review and reach out to you to provide the next steps, which may include a phone screening to get to know you better.

If you have any additional questions, please reach out to volunteer@families-forward.org.

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Front Desk Volunteer:

Our Front Desk Volunteers are the face of Families Forward. Volunteers assist everyone who comes through our doors including clients, partners, donors and other community members.

Time Commitment

- Commitment to position for a minimum of 3 months
- One 2-hour shift per week
- We understand you may need days off and are happy to work with your personal schedule.

Availability

- Shifts:
 - Monday - Thursday
 - 9:00am – 11:00pm
 - 11:00 – 1:00pm
 - 1:00– 3:00pm
 - 3:00 – 5:00pm
 - Friday
 - 9:00 – 11:00am
 - 11:00 – 1:00pm

Tasks

- Greet guests at the front desk and determine their reason for visiting Families Forward.
- Help register families and clients for the appropriate program (i.e. housing assistance).
- Answer phone calls and make callbacks.
- Other clerical tasks as needed.

Skills & Qualifications

- Age of 18 years or older
- Comfortable using a computer and answering phones
- Have a positive attitude and team mentality
- Bi-lingual a plus

NEXT STEPS

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