

Family Welfare
Volunteer Job Description
Department Associate

Purpose of Position

- To assist the Social Services department to meet the immediate needs of the community by providing emergency provisions, such as food, clothing and referrals as necessary

Qualifications

- Knowledgeable in basic academics—writing, math and reading. Being bilingual would be a positive asset, but not required
- Knowledgeable in data entry
- Ability of organizing food items by product, height and weight
- Ability to work comfortably with the public; show assertiveness when needed, but yet have a bit of compassion for the needs of the person and /or family

Report To

- Pamela Foster-Newsom, Program Director of Family Welfare Department

Responsibilities

- Assist clients – fill out intake forms, provide clothing vouchers, provide directions or information to the thrift store, organize and keep pantry area tidy and clean. Arrange cans, dry goods, and meats properly. Make groceries bags for families, by following the bag preparation list
- Receive and unload donations from individuals, churches, industries, etc – sorting through usable items for thrift shop, Cradle Closet or give away

Training

- Brief orientation and a pamphlet to describe the work details
- On-the-job training/hands on training

Time Commitment (Preferably 2 hours per week)

- Monday – Friday, 8:30 a.m. – 10:30 a.m. or 1:30 p.m. – 3:30 p.m.

Benefits

- Improving your social skills
- Getting out of yourself and putting into others
- Making a difference in a homeless person's life
- Helping to restore lives one family at a time, by providing meals
- You will give a family another day to have a meal together, which brings happiness and smiles

Contact Information

- Pamela J. Foster-Newsom, 310/832-1145 X116