

Family Service Level I Volunteer Job Description

Job Title: Family Service Level I Volunteer

Purpose: To support all non consumer contact activities on and off site for the various programs of Family Service

Qualifications: Flexible schedule
Ability to be organized
Awareness of and sensitive to mental health issues

Responsibilities: Office assistance (light clerical duties, data entry, filing)

Work on fundraising activities, events and mailings

Assist with holiday programs (Easter Baskets, Back-To-School, Thanksgiving dinners and the Holiday Program)

Unpack, organize, and sort food donations

Unpack, organize, and sort clothing donations

Stock food on shelves

Pack appropriate food bags

Transportation (donation pick up and delivery)

Special Projects (group volunteer project)

Advocate on behalf of the consumers to the community

Opportunities:

Personal Growth

On the job training

Provide hunger relief in your community

Become aware of mental health issues and advocate for better solutions