

## Clackamas Service Center: Volunteer Positions

Position: Pickup Driver (Position Available)

Time/Day: Monday-Sunday, 8am-10am

Description: The pickup driver will use the Center's van to visit various locations within Clackamas and some days, Tualatin, to pick up bread and other donated goods. They will then return the goods to the Center and drop them off.

Position: Food Box Prep (Position Available)

Time/Day: Monday-Thursday, 8am-12pm

Description: Food box prep volunteers will help stock the shelves, pre-pack food boxes for distribution, and assist with incoming donations.

Position: Receptionist (Position Available)

Time/Day: Monday-Thursday, 10am-4pm

Description: The receptionist will answer phone calls, hand out information packets, and help with the interviewing process.

Position: Interviewer

Time/Day: Monday-Thursday, 1pm-4pm

Description: The interviewer will talk with clients about food box eligibility and requirements. Paper documents will be provided; interviewers will work through a specific set of questions and paperwork.

Position: Lunch server (Position Available)

Time/Day: Monday-Thursday, 9:30am-12:30pm

Description: Lunch servers will distribute lunches from 10am-12pm with prep and cleanup before and after.

Position: Food Box Distribution (Position Available)

Time/Day: Monday-Thursday, 1pm-4pm

Description: Food box distributors will help pack and distribute food to clients.

Position: Office Assistant

Time/Day: Monday-Thursday, between 8am-4pm (Time is not specific, your choice)

Description: General office assistance – filing, data entry, etc.

Position: Cook(s) (Serving not required.) (Position Available)

Time/Day: We have positions available the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Tuesday currently – typical hours are 2pm-5pm.

Description: The cook(s) will prepare food for the evening meal – typically 50-80 people. The group cooking or the CSC can provide the food – these options can be discussed with the operations manager.

Position: Volunteer Coordinator (Position Available)

Time/Day: Volunteer's choice, CSC office hours are Monday-Thursday from 8am-4pm.

Description: The Volunteer Coordinator will be responsible for calling volunteers, scheduling, organizing and recruiting. They will work hand-in-hand with the Operations Manager to meet the needs of the Service Center.

Position: Fundraising Coordinator (Position Available)

Time/Day: Volunteer's choice, CSC office hours are Monday-Thursday from 8am-4pm.

Description: The Fundraising Coordinator will oversee various fundraising activities organized by the Center. They will work with the Operations Manager and the Volunteer Coordinator to organize and plan various events. In this manner, they can work to garner volunteers who would be interested in spearheading an event such as a food drive.

★ Special Opportunity!

The Clackamas Service Center is interested in expanding its operating hours to fit the needs of its patrons and volunteers. Currently, we are unable to offer food boxes outside of standard business hours – meaning families who work may not be able to get a food box. We're looking for groups of 5-8 people who would like to take on this challenge one night a week. The hours would be something like 6pm-8pm (negotiable.) The positions that would need to be filled are: 2 Interviewers, 2 food box preparers and 1 receptionist. (View position details above – more people are always welcome to assist!) This would be great for volunteers who would like to help make a difference, but cannot due to work constraints. Please contact us if your group is interested in expanding our capabilities!

All positions are open for interested parties – with more volunteers, we will be able to lift some load off of the volunteers we currently have. More information about each particular position (especially the Volunteer Coordinator and Fundraising Coordinator positions) is available by calling the Operations Manager. "On-Call" positions are also available – it is not necessary to have a scheduled day or scheduled job. Often, we have volunteers with other commitments whose positions must be filled.

Time commitments are also flexible. While our working hours are listed, many of the positions can be "split" into smaller time fractions. For example, we need a receptionist from 10am-4pm, but one could work from 10am-1pm, and another from 1pm-4pm. Please contact the Operations Manager with any questions.

Please contact us if you are interested in serving the hungry and needy of Clackamas County!

Andy Catts, Operations Manager

(503)799-3585 (Cell)

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