

ROICH Volunteer Opportunities

Opp #	LOCATION/Job	Volunteer Hours	Comments
	FOOD CENTER – Silver Stars & Pine Hills		<i>Face-to-face with clients</i>
1	Pantry Desk Check In – Look up client name in computer, tell them # of bags today and # left for the month, give them pick-up ticket	Thursday (1:00 – 5:00)	Seated; need to be comfortable using a computer to search and enter data; handle sign-in logs
2	Bag Distribution (grocery, meat and produce) – set up and distribute pantry bags and clean-up pantry desk after distribution. (Some hygiene kits and small bags when appropriate)	Mon.-Sat. (9:00 – 1:00)	Standing and moving back-and-forth to warehouse.
3			Seated; need to be comfortable working with computer data entry
4	Beverage Station – serve beverages, roll silverware, make sandwiches	Mon.-Sat. (9:00 – 1:00) Also Thurs. PM (2:00 – 6:30 PM)	Standing
	FOOD CENTER- PARAMORE & COLONIAL (441 and Judge Winikoff Road)		<ul style="list-style-type: none"> • <i>Face-to-face with Clients</i> • <i>Must Wear Close-Toed Shoes</i> (no sandals/flip-flops) • <i>Outdoors – Rain or Shine</i>
6	WB Physical Set-up Team – Set up tables, canopies, traffic aids, etc... Breakdown location and clean-up parking lot	Sat. (9:00 – 12:00)	Physically active
7	WB Meat and Produce Bag Preparation and Distribution. Fill meat and produce bags; distribute bags to clients	Sat. (9:00 – 12:00)	Physically active
8	WB Pantry Desk Check In – Look up client name, tell them # of bags today and # left for the month, give them pick-up ticket	Sat. (9:00 – 12:00)	Seated

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OFFICE HEADQUARTERS			
9	Kitchen Crew Members – Work with team leader. Commitment for same day of week is needed for kitchen team. Prepare, serve and clean-up (wash dishes, pots and pans, etc.).	Mon. – Sat. 8:00 – 1:00 (MUST start by 8:00 to be ready for lunch); also Thursday (2:00 – 6:30 PM)	<ul style="list-style-type: none"> • Must wear hat or hair net and gloves • Standing and moving • Face-to-face with clients • Requires teamwork, flexibility and ability to work under time pressure.
10	Driver for Homebound Meal Delivery – Deliver hot meals to a pre-determined route of clients in East Boca	Monday-Thursday and Saturday – 8:00 – 12:00 (est.)	<ul style="list-style-type: none"> • Must have driver’s license • Volunteers use their own car • Need consistent commitment to a specific day of the week
WAREHOUSE			
		9:00 – 1:00 Monday – Saturday (some opportunities for afternoon)	Must Wear Close-Toed Shoes (no sandals or flip-flops) at all times in the warehouse
11	Help to Transport Food – Set up and fill grocery bags (250 bags every thursday)		Standing; some mobility needed; handling full grocery bags
12	Produce Baggers – Fill boxes		Requires mobility and carrying large boxes from Pantry to packing area
13	Warehouse Support – categorizing and marking out bar codes; other warehouse assistance as needed (Hygiene kits, food pantry support, etc.)		Requires mobility

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14	Food Recovery Driver – pickup food donated by specific stores and restaurants, at specific times and completing required paperwork	Need consistent commitment to a specific day and time each week	<ul style="list-style-type: none"> • Must have driver's license • Volunteers use their own cars
	RESOURCE CENTER ROICH OFFICE HEADQUARTERS		<ul style="list-style-type: none"> • Face-to-face with clients • Clients facing crises • Volunteers are interview by the Resource Center Head
15	Secretary – assist clients in completing application for pantry bags	Mon. – Fri. 10:30 AM to 12:30 PM	Seated; computer skills needed
16	Social Services Assistance Interviewer – interviews clients and gathers documentation to respond to needs for assistance.	Mon. – Fri. 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM	Seated; computer skills needed; special training and interpersonal skill needed
	Selected other volunteers for specialized tasks, such as bus pass distribution and application for Food Stamps (These jobs are currently filled.)		
	COMPUTER LAB & Adult Education		
17	Job Mentor – Work with clients to help them search and apply for jobs, write resumes, set-up email accounts, etc.	Lab Open: Monday - Friday from 9:00 AM to 4:00 PM (Job Mentors work the same time slot each week)	<ul style="list-style-type: none"> • Face-to-face with clients • Volunteers are interview by the Job Mentoring Head • Good interpersonal skills and strong computer skills
18	Training Instructor – Computer Skills and Other Courses as they are offered	Scheduled periodically	<ul style="list-style-type: none"> • Instructors are interview by the Job Mentoring Head • Knowledge of subject matter and didactic ability

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	RECEPTION DESK/FRONT DESK		
19	Receptionist – answer phone, direct clients and visitors, perform clerical duties, maintain sign-in logs, etc.	Mon. – Fri. (two shifts) --9:00 AM – 1:00 PM --1:00 – 4:00 PM Sat (9:00 – 1: 00)	<ul style="list-style-type: none"> • Face-to-face with clients and others who visit ROICH • Communication and public relations skills needed
	Other – If you have a skill that you feel could make a contribution to ROICH, do not hesitate to speak with the Volunteer Program Manager		