



Food Pantry Volunteer (AM Shift)

General Job Description: A wonderful opportunity for you to help those in need living in the South Shore area by assisting customers and donors in our food pantry. Duties include:

- Provide quality customer service to those needing our assistance
- Organize, sort and stock donated food items, including loading and unloading of vans, freezers and shelves
- Prepare food bags for distribution to clients according to the individual need of each client and client family

Skills Needed: Great customer service and communication skills. The ability to handle the stress of a labor intensive job; the ability to stand, walk, bend and lift; and the ability to uphold our standards of client confidentiality. Prior experience working in a grocery store and knowledge of food pantry operations helpful, but not required.

Hours: Monday – Friday, 9:30am – 12:30pm (a minimum of one 3-hr shift per week)

Food Pantry Volunteer (PM Shift)

General Job Description: A wonderful opportunity for you to help those in need living in the South Shore area by assisting our Food Pantry Inventory Coordinator. Duties include:

- Organize, sort and stock donated food items, including loading and unloading of vans, freezers and shelves
- Maintain orderliness and cleanliness of the pantry and waiting area

Skills Needed: Great communication skills and personable demeanor. Must be able to stand, walk, bend and lift.

Hours: Monday – Friday, 1:00 – 3:00pm (a minimum of one 2-hr shift per week)

Front Desk Reception Volunteer

General Job Description: A wonderful opportunity for you to help those in need living in the South Shore area by providing front desk reception to greet clients and donors, check-in current clients, register new clients, answer the phone and assist with light administrative tasks, such as mailings.

Skills Needed: Great customer services and communication skills. Prior experience working at an office reception desk is helpful, but not required. The ability to uphold our standards of client confidentiality.

Hours: Monday – Friday, 9:30am – 12:30pm / 12:30 – 3:30pm (a minimum of one 3-hr shift per week)

Thrift Shop Volunteer

General Job Description: A wonderful opportunity for you to help those in need living in the South Shore area by assisting customers and donors in our thrift shop. Duties include:

- Provide quality customer service by answering customer questions about the thrift store and the products
- Complete sales transactions
- Receive donations being dropped off and ensure that donor receipts are completed accurately
- Assist the Thrift Shop Manager with stocking, merchandising, pricing, cleaning and inventory as needed

Skills Needed: Great customer service and communication skills. Must be able to stand, walk, bend and lift. Prior experience working in a retail setting and knowledge of second-hand or thrift store operations helpful, but not required. The ability to uphold our standards of client confidentiality.

Hours: Monday, Wednesday, Thursday, Friday - 12:30 – 3:30pm; Tuesday – 12:30 – 7:00pm (a minimum of one 3-hr shift per week)



Homelessness Prevention Volunteer

General Job Description: The *HomeSafe* program at Interfaith Social Services serves individuals and families who find themselves at risk for homelessness due to financial hardship. The program offers counseling, information referral, financial assistance with overdue rent, utilities assistance and/or help with medical expenses to those in need. Our goal is to listen to each client and provide the best response we can to help them past their current situation. We take the time to listen, ask questions, offer advice, and possibly provide some financial assistance.

- Assist the *HomeSafe* manager by fielding incoming calls from clients and calling back clients who have left messages.
- Conduct initial interview of clients to see if they meet minimum eligibility;
- Provide referral numbers to other agencies that might be able to help the client, especially clients who are calling from outside of Interfaith's service area.
- Other duties may include: conducting online research and updating information on services available at other organizations; maintaining online client records; organizing and filing client documents; developing special reports.

Skills Needed: Compassion and a non-judgmental attitude; excellent listening and phone interviewing skills; strong writing skills to accurately record client information; desire to learn about local programs and public benefits, ability to summarize client stories and identify pertinent details, experience with Word and Excel.

Hours: Minimum commitment of 10 hours per week.

All Volunteer Opportunities are located at: Interfaith Social Services

105 Adams Street Quincy, MA 02169

All interested volunteers contact: Paula Daniels, Volunteer Coordinator and Development Associate – (617) 773-6203 x28; pdaniels@interfaithsocialservices.org