

Volunteer Opportunities & Task Overviews

The Food Shelf welcomes individuals, groups, families, and those with special needs as volunteers. Working at the Food Shelf is an excellent opportunity to contribute to the Food Shelf and our community, to meet new people, and to gain work experience. Some volunteers work at the Food Shelf because they are concerned about the issue of hunger and want to help alleviate it. Other volunteers work because they want to learn more about the Food Shelf, and others work to give back to an organization that has been helpful to them.

Volunteers should be at least 18 years of age. Any volunteer under the age of 18 must be supervised by an adult. If you are interested in volunteering in any of the areas listed below, please complete the online application form located on our website at <http://www.randolphareafoodshelf.org/Volunteer.php>. If you have any questions, you may email us at volunteer@randolphareafoodshelf.org.

Working in the Pantry/Store Front

Pantry/store front volunteers receive donations, assist visitors through the process of receiving food, describe our services to first-time visitors, sort and process foods, and stock shelves. These volunteers keep the Store Front area clean, organized, and stocked. As we strive to greet every person who walks through the door with dignity and respect, volunteers must be friendly and compassionate, and able to work with all personality types.

Food Pick-Up

Volunteers are needed to pick up food orders from the Vermont Foodbank in Barre, Vermont, as well as from various stores in the area. Some pick-ups require a truck.

Food Drives

Volunteers work with local businesses and organizations to coordinate dates for collection, sorting, date-checking, and storing of food.

School Kids Program (SKiP)

Volunteers prepare and/or serve meals during school breaks to prevent kids from being hungry while easing the burden of increased food costs on families.

Assisting with Special Events

From time to time volunteers work on annual appeals or special fundraisers, or talk to groups in their community.

Recycling and/or Garbage Run

This job requires a pick-up truck and needs to be done regularly.

Serving on a Committee

Members of committees perform a range of activities and tasks, as follows:

Volunteer Operations

- Recruit volunteers
- Screen and interview volunteer applicants
- Orient new volunteers
- Track volunteer hours
- Maintain Volunteer Database

Pantry Operations

- Screen clients
- Train/retrain clients
- Order food
- Maintain stockroom
- Maintain storefront
- Develop procedures for pantry

Financial Operations

- Develop budget
- Prepare financial reports
- Facilitate tax preparation
- Maintain financial donations record
- Liaison with condo association

Information Technology Operations

- Maintain website
- Maintain Facebook page
- Coordinate for all operations: file formats, report formats, necessary databases

Community Outreach Operations

- Publicize services
- Foster community awareness
- Promote fundraising activities
- Liaison with media

Work with food bank team to organize food drives

Write thank you letters

Building Operations

Maintain building

Manage rental space

Maintain security

SKiP Operations

Organize and implement school vacation supplemental meals for children

Coordinate with Pantry for supplemental storefront summer allocations

Serving as a member of the Board of Directors

Board members represent the Food Shelf to our local community and the community at large. They accept responsibility for the financial, operational, philosophical, and organizational wellbeing of the organization. The Annual Meeting of the Board of Directors is in April each year and new board members are elected at this time. Please contact the President of the Board if you are interested in a position.