

CATHOLIC SOCIAL SERVICES VOLUNTEER JOB DESCRIPTION

TITLE: Assistant
PROGRAM: Bundle of Joy
SUPERVISED BY: Supportive Family Services VCR
STATUS: Ongoing
UPDATED: 10/2020

Job Summary: This position will assist in the Bundle of Joy program. The Assistant may work in the pantry packaging products, setting up distribution racks, asking clients survey questions, or distributing products to clients.

Competencies: Must be able to maintain program/guest/agency confidentiality and treat everyone with dignity and respect. Must be patient and courteous. Must be able to prioritize work with little supervision. Must be a team player and possess good organizational skills with an emphasis on detail. Must be able to get along with others in stressful situations and tolerate interruptions with patience.

Education/Experience: NA

Skills: Ability to communicate clearly both verbally and in writing.

Duties & Responsibilities:

1. Receive and assist building visitors in a professional, respectful and caring manner.
2. Fill out registration surveys/assist clients in registration.
3. Follow verbal/written directions.
4. Safely move products from the pantry to the front reception area.

Physical Requirements: Ability to lift 25 pounds.

Training Requirements: Attend orientation and position training.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: _____ Date: _____

Volunteer Coordinator Signature: _____ Date: _____
