

Volunteer Job Descriptions for IMPACT Ministry

Administration: Files, performs data entry, completes reports, completes/updates statistics, does correspondence and thank-you letters, does Harvesters Community Food Bank on-line ordering, designs flyers, operates copy machine, keeps form and supply inventory.

Bookkeeping: Versed in Quick Books Pro 2003

Communications: Graphic artist skills to design flyers, cards; maintain an information board; write contents for brochures, programs, manuals and press releases, etc.

EBAY: Takes pictures of donated/purchased items; lists items with e-Bay to sell; packages and ships items; keeps a monthly inventory of items sold and profit made.

Food Counter: Hands out the "Bags of Hope" (15-20 lbs. ea.) according to procedure; enters each visit into client's file; gives smiles of encouragement.

Food Pick-up and Delivery: Picks up bakery and bread from area stores in volunteer's own vehicle, then unloads it at IMPACT; shops at Harvesters once a week, using the church van; unloads frozen food, stocks freezers and fills meat bags. Lifting is required.

Front Desk: Enters by hand each client visit on the Sign-in sheet; pulls client folder and places it in the pass-through to the food counter; after service, re-files client folder; all according to procedure; gives smiles of encouragement.

Greeters: Controls the flow of clients, welcoming and offering a kind word and a helping hand to each; hands out tracts and offers a prayer card and/or one-on-one prayer with a prayer partner.

Grocery Carryout: Helps moms, seniors and the disabled carry his/her groceries to his/her car.

Infant and Children's Resource Center: Stocks and maintains diapers and infant supplies; sorts infant and children's clothing; schedules appointments with moms to fill clothing needs; hosts baby showers for donations.

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Intake: Gathers personal information (i.e., phone numbers, full name, age and gender of each person in the home) from new clients, including proof of residency, photo I.D., and social security numbers for every member in the household, in order to create a permanent file; always gives a smile of encouragement.

Monitor: Controls the flow of clients; monitoring that procedures are being followed; welcoming and offering a kind word and a helping hand to each; hands out tracts and offers a prayer card and/or one-on-one prayer with a prayer partner.

Prayer Partner: On hand to pray one-on-one and to present God's word; prepares tracts, treat bags, and balloons to hand out; collects prayer cards to pray over, copies and sends cards to prayer chain; mails cards of encouragement and makes telephone calls and/or home visits; maintains records and staff calendar.

Special Events: Recruits volunteers and solicits donations by networking with clubs, organizations, churches, and businesses within the community; helps plan all special events, such as the Backpack Drive, Christmas Gift Drive, luncheons, Ministry Fair, church presentations, etc.

General Projects: Physical work, such as carpentry, painting, cleaning, etc.

Sunday Greeter: In charge of placing the IMPACT sign and grocery carts at the front door of the church before first service; hands out grocery bags for 'Bags of Hope;" following the second service, collects donated items and takes them to the IMPACT Ministry Family Resource Center garage.

Utilities Assistance: Pre-screens potential clients; makes appointments; completes paperwork on qualified clients; completes requisition forms and gives to the church accounting office to process checks for payment of the utility(s)

Warehouse: Works in the warehouse sorting groceries, stocking shelves, and filling grocery bags; does light cleaning, yard work, carpentry, trash clean-up, break down of boxes, etc.

**To volunteer for any of these positions, please contact
Kim Danley, IMPACT Director
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