



VOLUNTEER OPPORTUNITIES: INDIVIDUALS

Food Pantry Assistant

Schedule: Monday-Friday, 9:00-11:00 am

Assignment: Assist with unloading, organizing and distributing food to community.

Schedule: Monday, 2:00-4:00 pm and Friday, 11:00 am-1:00 pm & 1:00-3:00 pm

Assignment: Assist with unloading and organizing Foodbank delivery, light cleaning and organizing kitchen.

Donations Sorter

Schedule: Monday-Friday, 8:00 am-5:00 pm

Assignment: Sort and organize donations to include clothing, toiletries and household items.

Office Assistant

Schedule: Monday-Friday, 8:00-5:00 pm

Assignment: Assist with office tasks to include filing, copying, mailings, and special projects.

Relief Receptionist

Schedule: Monday-Friday, 8:00-5:00 pm

Assignment: Man front desk and assist staff, clients, volunteers, and guests, answer and direct incoming calls, office work as needed.

Cleaning Assistant

Schedule: Monday-Friday, 8:00-5:00 pm

Assignment: Clean bedrooms and apartments to prepare for move-ins. Occasional deep cleaning needed.

Collection Drive Host

Schedule: Varies based on volunteer's availability

Assignment: Hold drive to collect items for our residents and the community.

For more info contact Krishna Loya, Volunteer Coordinator at kloya@jcoc.org or 491-2846, ext. 102.

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