



VOLUNTEER JOB OPPORTUNITIES

Thank you for your interest in volunteering with Shepherd's Pantry. We have many opportunities available for both individuals and groups to help us serve our communities well. All regularly scheduled volunteers at Shepherd's Pantry must be at least 18 years of age or older. While we are grateful for every hour donated by our volunteers, as we make every effort to build an environment of consistency for our clients, it is preferred that volunteers make a 6-month commitment.

From time to time, we are able to accommodate high school students in need of school required community service hours and parents/children looking to give back to their community.

We welcome Girl Scout and Boy Scout troops, Elementary Schools, High Schools and College organizations to partner with us in organizing food and/or toiletry drives as a way of volunteering their time and service.

Please note, not all opportunities are available at all of our locations. For more information about any volunteer opportunity, please check our website and/or email us at info@shepherdsparntry.com to inquire.

Client Service Volunteer Opportunities:

Intake Workers:

Responsibilities: Greet and help clients through the intake process, input new clients into database and/or review current client's information for necessary updates, verify identification, check for special needs, etc.

Requirements: Computer literacy.

<u>Location</u>	<u>Hours</u>
Glendora:	Wednesday/Thursday Evenings, 5pm – 7pm
Irwindale:	Monday/Wednesday/Friday, 11am – 12pm (Homeless Services) Tuesdays, 5pm – 7pm
Baldwin Park:	Fridays, 5pm – 7pm

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Resource Counselors:

Responsibilities: Meet with clients, individually, to listen, assess needs, and offer supportive resources and pray with clients as needed. Have an open and compassionate demeanor. Must be able to attend monthly Resource Counselor meetings and/or special trainings as required.

Location

Hours

Glendora: Wednesday/Thursday Evenings, 5pm – 7pm

Clothing Room Associates:

Check clients in who have already received their food and who have a clothing voucher. Cycle clients through, assigning them a personal shopper. Assist individual clients with finding items they wish to select for themselves or eligible family members. Help clients keep track of their 15-minute shopping time allotment.

Location

Hours

Glendora: Wednesday/Thursday Evenings, 5pm – 7pm

Clothing Sorters/Re-stockers:

Assist with sorting clothing that has been received and restocking the clothing room for distribution.

Requirements: Ability to lift up to 15lbs.

Location

Hours

Glendora: Monday/Tuesday/Thursday, 9am – 12pm

Food Room Helpers:

Learn the sanitary procedures for handling fresh, frozen, and refrigerated food. Fill bagged food orders based on Food Vouchers given by the client. Take food in a shopping cart to the client's car and unload it.

Requirements: Must be able to lift up to 15lbs.

Location

Hours

Glendora: Wednesday/Thursday Evenings, 5pm – 7pm

Irwindale: Tuesday, 10am – 3pm & 5pm – 7pm

Baldwin Park: Fridays, 5pm – 7pm



SHEPHERD'S PANTRY
hope and a helping hand

Food Room Sorters/Re-stockers:

Sort food that has been donated and prepare for distribution.

Requirements: Ability to lift up to 50lbs.

<u>Location</u>	<u>Hours</u>
Glendora:	Monday & Tuesday, 8:30am – 11am
Irwindale:	Monday – Saturday, 10am – 12pm

In-Home Delivery Driver:

Pick up food parcels from Shepherd's Pantry and deliver to individuals/families unable to come pick up food for themselves. Driving distance is within a 10-mile radius.

Requirements: Must be able to lift up to 15lbs and go up and down stairs. A valid driver's license, proof of insurance, and a completed driver history report is required.

<u>Location</u>	<u>Hours</u>
Glendora:	Wednesday, 4pm – 6pm

Truck Driver:

Pick up donated items from selected vendors in Shepherd's Pantry delivery truck and deliver to one of our 3 locations.

Requirements: Must be able to lift up to 40lb. A valid driver's license, proof of insurance, and a completed driver history report is required.

<u>Location</u>	<u>Hours</u>
Irwindale:	Monday – Saturday, 8am – 12pm

Truck Driver Assistant:

Assist truck drivers in picking up donated items from selected vendors and delivering to one of our 3 locations. No driving required.

Requirements: Must be able to lift up to 40lbs.

<u>Location</u>	<u>Hours</u>
Glendora:	2 nd & 4 th Fridays of every month
Irwindale:	Monday – Saturday, 8am – 12pm

Donation Receivers/Handlers:

Unload Shepherd's Pantry trucks. Receive donated items, inventory and put away for sorting.

Requirements: Ability to lift up to 50lbs.

<u>Location</u>	<u>Hours</u>
Glendora:	Wednesday, 10am – 11am 2 nd & 4 th Friday of every month
Irwindale:	Monday – Saturday, 11am – 12pm

Tutors:

Help students in grades K – 8 learn math and reading comprehension. Assist with homework. Review and check completed assignments.

Requirements: Proficiency in Math and Reading Comprehension. A criminal background check is required.

<u>Location</u>	<u>Hours</u>
Glendora:	Monday, 3:15pm – 4:15pm (Math Tutor) Monday, 4:30pm – 5:30pm (Reading Comprehension Tutor)

General Items Handlers:

Separate and store donate general, non-food, items (ie: toiletries, laundry soap, etc.). If needed, pull non-food items to be given to clients during distribution times.

<u>Location:</u>	<u>Hours</u>
Irwindale:	Monday – Saturday, 10am – 12pm Tuesday, 5pm – 7pm

Specialized Skills:

We are continually looking to develop as we serve our clients. If you have skills in one of the following areas and would like to serve in that capacity, please email us at info@shepherdspartry.com

Office Administration

Grant Writing

Marketing

Employment Coach

Resource Coordinator

Hair Stylists