



VOLUNTEER POSITION DESCRIPTIONS

(TRAINING IS PROVIDED FOR ALL POSITIONS)

HOURS OF OPERATION

Winston-Salem Office

Monday-Friday: 9:00 a.m. - 12:00 p.m. &
1:00 p.m. - 4:00 p.m.

Kernersville Office

Monday - Friday: 9:00 a.m. - 12:00 p.m.
Tuesday & Thursday: 1:00 p.m. - 4:00 p.m.

INTERVIEWER

Collects information regarding the needs of individual clients through an interview process. When information is gathered, consultation with lead/staff is required.

TELEPHONE RECEPTIONIST

Provides information to those calling the client services line, registers clients, as well as directing calls to the proper staff and volunteers.

COMPUTER CLERK

Enters client information into the emergency providers' computer network. Needs to be experienced and accurate with a good working knowledge of Microsoft Office and database systems.

FILE CLERK

A file clerk provides interviewers with current client information in a timely manner. Makes and updates new and existing client files.

FOOD ROOM and WAREHOUSE ASSISTANT

Helps clients pick out their groceries and help them to their vehicle, and replenishes food room shelves. Receive donations and sort by category, Organize and stock received items onto warehouses shelves, Replenish food pantry shelves, Light housekeeping in the warehouse such as, sweeping/mopping the floor, dumping trash, cleaning warehouse shelving, etc., and rotate warehouse stock (first in, first out).

WINSTON-SALEM OFFICE ONLY

PHARMACIST

Must be a licensed pharmacist. Fills clients' prescriptions and provides medication counseling when needed.

PHARMACY TECHNICIAN ASSISTANT

The Pharmacy Technician Assistant will assist the pharmacist and technicians in filling Prescriptions, greet each client that comes to the window, and answer the telephone.

PHARMACY INVENTORY CLERK (on call)

The pharmacy inventory clerk checks the expiration dates on medications and stock shelves.

SPECIAL PROJECTS/SHORT TERM

BULK MAILING ASSISTANT (on call)

Helps with bulk rate mailings, stuffs envelopes, labels newsletters, etc.

MOTOR POOL (on call)

(age 21 or older) To pick-up and deliver materials for special events, such as Wee Care or Hope du Jour. Also, drivers are needed during the Dixie Classic Fair Food Drive. This would include driving the large trucks from the rental company to the Fair grounds and driving the canned-filled trucks to Crisis Control at the end of the evening.

COMMUNITY AMBASSADOR (on call)

Attends volunteer recruitment events, answers questions, and provides general ministry information (including volunteer opportunities). Represents the ministry by sharing information with churches, clubs, community events, etc. through public speaking.

POVERTY SIMULATION VOLUNTEER (on call)

The Poverty Simulation is a tool used to inform participants of the day to day experiences for The economically poor. At least 25 participants are needed to hold a simulation with a maximum of 88 able to take part. When participants arrive, they are assigned a role to play. In timed 15-minute "weeks," their goal is to meet their bills and make sure their family is feed. The entire simulation with introductions, simulation, and debrief will take 1.5 – 2 hours.

COMMITTEE MEMBERS

There are several committees (and sub-committees not mentioned below) that could use your talents or expertise. Most meet once a month and some meet quarterly.

Board Development, Executive, Facilities and Operations, Finance, Long-Range Planning, Personnel, Philanthropy, and Special Projects

KERNERSVILLE OFFICE ONLY

REGISTRATION ASSISTANT

Registers clients and records basic information.

VIRTUAL VOLUNTEER OPPORTUNITIES

VIRTUAL PRAYER PARTNER

In each interview room is a prayer box, which gives our clients a way to express their prayer concerns. Each morning volunteers and staff read each one. Around the beginning of each month, I will send you a new prayer partner list. You can pray for them anytime of the day or night.

CONGREGATIONAL LIAISON

To provide a strong proactive relationship by retaining, renewing, and nurturing the association between CCM and local congregations.