

# Volunteer

Opportunities



2017





## Thank You

Volunteers are crucial to the work of AZCEND.

Without volunteers, none of the life-changing programs offered by AZCEND would be possible. Thank you for considering how you could volunteer your time and talents to nourish minds and bodies in order to create a connected, thriving community.

To obtain more information about volunteer opportunities, contact Kokob Gebre, *Volunteer Coordinator*, at [kokob@azcend.org](mailto:kokob@azcend.org) or (480) 963-1423 ext. 102.



# AZCEND

The following volunteer opportunities are located at AZCEND, [345 S. California St. Chandler, AZ 85225](#).

## Supplemental Food Bank Distribution

*This is an excellent experience for first-time individual volunteers, large group volunteers, and volunteers who cannot commit to a recurring schedule. AZCEND distributes all of current perishable goods to over 100 clients every Friday morning. Requires between 15 and 20 volunteers.*

## Food Bank Assistant

Complete tasks necessary to the function of the food bank according to the direction of the Director. Reoccurring weekly volunteers are preferred. Tasks may include but are not limited to:

- Sorting donated food items
- Cleaning and clearing the food bank space
- Bagging food items for distribution

## Emergency Food Bank Distribution Team Member

Complete tasks necessary for efficient food distribution. Emergency food bank requires recurring weekly volunteers. Serve one day per week Monday 11:30 am to 3:00 pm, or Tuesday, Wednesday, or Thursday 8:30 am to 12:00 pm. Tasks include but are not limited to:

**Cart Pre-fill:** Pre-fill carts with fresh perishable goods, breads, desserts, veggies, and fruits.

**Client Service:** Verify credentials, answer questions, and give general direction. Must enjoy working with people.

**Verification:** Gather demographic information and dietary needs. Requires working with people one on one and attention to detail.

**Data Entry:** Enter client and family demographics in the FAST (Food and Services Tracker) data base. Requires attention to detail and intermediate computer literacy

**Cart Preparation:** Custom fill each cart for family size and other requirements. Requires reaching, bending, and lifting.

**Cart Weighing:** Receive cart from filler, verify that the cart makes the required weight, documents cart weight and other important data. Requires physical pushing and pulling of filled cart and attention to detail during documentation.

**Cart Delivery:** Receive cart from weigh station and assist client to her or his mode of transportation where the volunteer will help to unload the cart and return it for refill.

**Stock:** Stock the Emergency Food Bank pantry shelves for distribution ease.

### **Produce Sorter**

Produce is received early Thursday mornings, and sorting begins at 9:00 am for 1 to 2 hours. Recurring volunteerism is not required.

### **Friday Pre and Post Distribution Team Member**

From 8:00 am to 12:00 pm, assist with supplemental food bank distribution set up by pulling food from freezers and refrigerators, weighing the food, and documenting the weight before setting up for distribution.

After food has been distributed, weigh any unused food and the crates and cardboard containers, documenting the weights. Assist in the clean-up process. Recurring volunteers are preferred.

### **Driver**

Pick up donated food and other items and help to load and unload items from the truck. Requires a valid driver's license, and weekly recurring volunteers are required.

### **Handy Person**

General facility maintenance

### **Clean Up Support**

General cleaning and sanitizing as needed on a daily basis and other janitorial duties.

### **GSS Mentors (Giggles, Squiggles, & Squirms)**

Mentor families enrolled in the Early Literacy program. Facilitate the *Giggles, Squiggles & Squirms* curriculum with parents and children ages 3 to 5, building literacy skills and preparing children for entrance into the education system. A 3 to 6 month commitment is required.

# Chandler Senior Center and Gilbert Senior Center

AZCEND oversees the senior nutrition program at both Chandler Senior Center and Gilbert Senior Center. The following volunteer opportunities are located at the Chandler Senior Center and Gilbert Senior Center.

Chandler Senior Center is located at [202 E Boston St, Chandler, AZ 85225](#).

Gilbert Senior Center is located at [130 N Oak St, Gilbert, AZ 85233](#).

## **Kitchen Assistant**

The kitchen staff prepares an average of 300 meals per day for Gilbert and Chandler Congregate, Home Delivered Meals, and frozen meals for the weekend. Volunteers are needed to bag bread, chop vegetables, cup fruit, wash dishes, wipe down counters, clear tables, and fill salt and pepper shakers. Various shifts are available M- F from 6:00 am to 2:00 pm. Kitchen volunteers must be 16+ and are required to have a food handler's card.

## **Activities Assistant**

Assist with special events decorating, serving snacks/punch, clean up, etc. There are also opportunities to host an activity, and to set up and take down tables and chairs for classes, clubs, and other activities. New, creative activity ideas are always welcome. Volunteer hours vary depending on the schedule.

## **Outreach Host**

Welcome first-time guests, assist clients in completing participant forms, give tours of the facility, and introduce participants to one another.

## **Home Delivered Meals (HDM) Driver**

The AZCEND Home Delivered Meals program provides meals to homebound elderly and disabled participants. Volunteers are needed to help deliver meals M- F from 9:30 am to 12:00 pm and 11:30 am to 2:00 pm.

Whether you are available once per month, once per week, or only on an emergency basis, your help is needed. Volunteers drive their own vehicles and are reimbursed for mileage. Drivers must have a valid driver's license, auto insurance, and the ability to obtain a fingerprint I clearance card.

# I-HELP

*I-HELP (Interfaith Homeless Emergency Lodging Program) is a partnership between AZCEND and local houses of worship to provide one night of shelter, a meal, laundry service, and friendship to local persons who are homeless. The following volunteer opportunities are located at the various I-HELP host locations.*

## **Shuttle Bus Driver**

Drive clients to and from host site locations during morning and/or evening hours, 6:00 am to 10:00 am and 5:00 pm to 7:00 pm, Monday through Saturday. Must possess a valid driver's license.

## **Intake Host**

Assist with the sign up of new and existing clients at the Intake Host Site. Provide water and make conversation with clients. Enter client data into the I-HELP database. Hours are 5:00 pm to 6:00 pm, daily.