

Volunteer Opportunities at UCM

DURING SERVICE HOURS

(Mondays, Wednesdays and Fridays 9am-12noon):

Receptionists: As people arrive at UCM, receptionists greet clients and gather the required documents that they need in order to receive assistance (picture ID, proof of income, social security cards, etc.). Receptionists also answer and/or return phone calls, check email for any incoming documents and use Microsoft Access to locate clients in our database. (Computer skills are helpful, but not required for this position.) Two receptionists are needed each service day.

Interviewers: Each client seeking assistance (food and/or financial) must go through an interview intake process which gives volunteers face-to-face interaction with our clients. Interviewers use specific forms to gather information from the clients, which helps us determine how we can best help those in need. 3-4 interviewers are needed each service day.

Food Pantry Workers: Volunteers in the food pantry perform a variety of tasks; the primary one being gathering and handing out food to clients in need. Other tasks include packaging rice, powdered laundry detergent or other bulk items into smaller containers for distribution. Approximately four volunteers are utilized in the pantry each service day.

DURING NON-SERVICE HOURS

(after 12pm on M, W, F or on Tuesdays or Thursdays):

Food Pantry Stockers: These volunteers help make our service mornings in the Food Pantry run smoothly. They come in during off hours to replenish the pantry shelves with items from our food storage room.

Food Transporters: Pantry volunteers are needed to drive to local store to pick up food purchases or donations for UCM when needed.

USDA Food Assistance: Healthy and strong individuals are needed to help unload and stock USDA commodities twice a month for about two hours.

If you are interested in volunteering at UCM, please fill out our online registration form <https://forms.gle/9524TxjDGxjekEUDA> or call 864-671-1134

