



Palmetto CAP Volunteer Job Descriptions

Please review the Volunteer Job Descriptions below to determine what you'd like to do. **You can do any combination of these duties and activities regardless of the position and we can also customize your volunteer duties to suit your strengths and interests!**

Short Term Volunteer Positions	
Title & Time Commitment	Duties and Responsibilities
Grocery Shopper (Short term) <i>Time Commitment: 1 day per week, possibly 2. Hours flexible.</i>	<ul style="list-style-type: none"> - Accompanies Emergency Food clients to the grocery store to provide guidance with selecting healthy, cost-efficient food items to be paid for via agency vouchers - Assists clients with delivery of bags to vehicle or other transportation - Assists in unloading donations from vehicles
Mentor (Youth)² (Short term) <i>Time Commitment: Summers: 4 days per week from 9a.m.-12:00 p.m. or from 1 p.m.-2:30p.m. School year: 1 day per week (hours vary)</i>	<ul style="list-style-type: none"> - Assist the Youth Education and Enrichment department with various projects and programs - Serve as staff support for academic tutoring and re-enforcement for youth ages 6-12 - Facilitate workshops and discussions - Share knowledge and expertise
Youth Chaperone for Summer Camp (Short term) <i>Time Commitment: Summers: Thursdays only 9:00-4:00</i>	<ul style="list-style-type: none"> - Serve as chaperones and staff support on educational trips (drivers, food prep, etc.),

Long Term Volunteer Positions	
Title & Time Commitment	Duties and Responsibilities
Client Greeter (Long term) Mon – Thur^{1, 3} <i>Time Commitment: 2, 3 or 4 days per week full time or part time</i>	<ul style="list-style-type: none"> - Welcomes and interviews clients visiting Palmetto CAP to ascertain their situation and needs - Signs clients in and answers frequently asked questions - Recommends Palmetto CAP services that may help clients needs - Refers client to other agencies - Helps clients establish a plan to improve their situation -Helps clients to complete intake forms -Helps clients at financial literacy training station -Prints flyers and brochures to keep communication stations stocked
Client Support Specialist¹ (Long term) Mon – Thur. <i>Time Commitment: Can work 2, 3 or 4 days per week full time or part time</i>	<ul style="list-style-type: none"> - Answers phone calls - Returns phone calls - Places reminder phone calls -Takes messages

PALMETTO CAP Volunteer Job Descriptions (continued...)

	<ul style="list-style-type: none"> - Answers basic program questions (i.e. call-in dates, phone numbers, office locations, directions etc.) - Serves as an advocate to assist clients who have exceptional challenges that make it difficult to navigate the system (i.e. blindness, hearing loss, illiteracy, mental handicap, etc.) - Documents client interactions and expressed needs - Refers clients to appropriate staff member
<p>Office Support Specialist¹ (Long term) Mon – Thur. <i>Time Commitment: Can work 2, 3 or 4 days per week full time or part time</i></p>	<ul style="list-style-type: none"> - Provides clerical support (filing, copying, faxing, organizing, etc.)
<p>Community Specialist (Long term) <i>Time commitment: as much as you wish (estimated 1-2 days per week for 1-2 hours); Computer access and working knowledge of social media preferred; Connections within low-income communities preferred</i></p>	<ul style="list-style-type: none"> - Help recruit additional marketing specialists with skills in relevant areas to assist with marketing activities - Distribute fliers, hang posters, pass out brochures around the community - Consistently adhere to the brand and identity of the Palmetto CAP in all marketing activities - Utilize all marketing tools and channels including but not limited to Palmetto CAP’s website, social media properties, digital communications, contact databases, print collateral materials and other visual communications - Utilize the program’s marketing toolkit while making recommendations for improvement and expansion of the toolkit - Make recommendations on current and future efforts to further develop the image, reputation and awareness of Palmetto CAP through the activities of the committee. - Maintain a report of marketing activities (how many fliers were distributed; brochures given out and where; etc.) - Assist with other Palmetto CAP marketing efforts as requested.
<p>Scheduler (Long term) Mon – Thur. <i>Time Commitment: Can work 2, 3 or 4 days per week full time or part time</i></p>	<ul style="list-style-type: none"> - Call clients, vendors, businesses and community organizations to schedule classes appointments, meetings, interviews, etc - Use a script to describe programs, services, events, campaigns, etc
<p>Grant Writer (Long term) <i>Time Commitment: 1- 2 days per week</i></p>	<ul style="list-style-type: none"> - Provide assistance in identifying and researching grant funding for Palmetto CAP. - Add grants that are applicable to agency’s grant database - Assistance of the Deputy Director and Executive Director - Assist in creating a sustainability/grant management

PALMETTO CAP Volunteer Job Descriptions (continued...)

	plan for grant renewal and continuity
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Positions for Special Projects	
Title & Time Commitment	Duties and Responsibilities
Special Event Specialist² (Special Projects) <i>(as needed)</i>	<ul style="list-style-type: none"> - Serve as support staff for special events - Promote and publicize event - Manage sign-in, food or donation tables - Serve as hostess/usher - Direct attendees to event location - Help set-up and take-down event decorations - Distribute event evaluations - Help assemble and disseminate thank-you cards en masse - Photograph events using agency camera - Videotape events using agency camera
Poverty Simulation Specialist² (Special Projects) <i>(as needed)</i>	<ul style="list-style-type: none"> - Serve as Community Resource or family member when needed - Help recruit participants and publicize simulation - Verify that kit components are in order using the provided checklist - Actively engage in discussion during de-briefing - Help re-assemble kit components using the provided checklist
Advisory Board Member² (as needed) Once per month, trainings and special events <i>Proven community leaders preferred (examples: block captains, community organization officers, community project leaders, retired government officials, retired public officials, community service officers)</i> <i>Must be able to discuss issues harmoniously and respect the opinions of others</i>	<ul style="list-style-type: none"> - Serve as a consultant to the staff and Agency Directors on poverty matters - Inform the Board of Trustees and Executive Director of issues, trends, and events that relate to poverty - Provide guidance to the agency Directors and other volunteers as needed - Serve as a voice of the Organization when asked by the Program Coordinator, Deputy Director or the Executive Director - Participate in conference calls or board meetings as deemed appropriate by the Deputy Director, Program Coordinator or Executive Director - Represent agency at public forums, events and hearings and be able to report

- 1** = This is an intern position for a student receiving academic credit for volunteering
2 = This position is seasonal/temporary/occasional
3 = This position is long-term (at least a 3-month commitment)
4 = This position is elected or appointed and may require a long-term commitment

Full Time = 8:00am-4:30pm with a 30-minute lunch break

Part Time = Either 8:00am-12:00pm or 1:00pm-5:00pm with **no** lunch break

All positions are located at the 1069 King Street location unless otherwise specified.