

**Baby Pantry Volunteer
Child Abuse and Neglect Prevention (CAN) Program**

Job Description

Baby Pantry Volunteers are essential to its success. Providing a welcoming and nurturing space for Gratiot County residents with children aged 0-5, Baby Pantry Volunteers are responsible for packaging orders, running the drive-thru service, accepting and organizing donations, and more. The Essential Functions listed below are not required of every volunteer; we will work with you to determine responsibilities that best suit your interests.

Essential Functions

- Ensure a warm, safe, clean, and comfortable environment for clients and staff.
- Fill client orders.
- Deliver orders to drive-thru clients.
- Answer client questions and assist with paperwork.
- Document client and order information on paper and in computer.
- Communicate with clients in-person, over the phone, and through email.
- Relay program updates, community resources, training opportunities, etc. to clients.
- Accept incoming donations, following Child Advocacy donation protocol.
- Sort, launder, and clean donated items.
- Organize and label items by size, season, holiday, purpose, expiration date, etc.
- Repackage diapers and wipes, and label with appropriate size and brand code.
- Ensure essential items are stocked at all times.
- Communicate low inventory needs to Pantry Program Coordinator.
- Complete opening and closing procedures (set-up/tear-down), including vacuuming, taking out trash, etc.
- Maintain client confidentiality.
- Complete basic infant safe sleep training.

Qualifications

- 18 years or older
- Demonstrate enthusiasm and a positive attitude
- Compassionate and caring demeanor
- Strong organizational skills
- The ability to communicate effectively with others
- Work well independently and in teams
- The ability to pass background checks and screening procedures
- Reliable transportation

Job Location

Child Advocacy
515 N. State St.
Alma, MI 48801

Environment and Physical Demands

Busy, professional office environment. Physical demands include sitting and/or standing for long periods of time, walking, lifting and carrying items (up to 20 pounds), and reaching above, at, and below shoulder level. May require limited exposure to outdoor elements (wind). May require exposure to unpleasant odors.

Child Advocacy will work with you if any of these demands are unfeasible.

Travel

Within-county travel to attend optional agency events.

Compensation

This is an unpaid position. Volunteers are invited to the yearly Baby Pantry Volunteer Appreciation Luncheon and are recognized for years of service at the annual Child Advocacy Banquet.

Supervisor

Pantry Program Coordinator, CAN Program Director

Time Commitment

Generally 2-4 shifts per month, but can be flexible based on volunteer needs. Shifts vary between 2-5 hours each. Volunteers use web-based system to sign-up for shifts.

Pantry Program Coordinator

Date

Baby Pantry Volunteer

Date