

Food Pantry Client Liaison Coordinator

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time

JOB DESCRIPTION:

This is a leadership position. The Food Pantry Client Liaison Coordinator works together with the Food Pantry Distribution Coordinator in overseeing the operation of the Emergency Food Box Pantry.

RESPONSIBILITIES/ SKILLS:

- Show up at 11:45 am on Sunday's to help set up, print labels and sign in sheets.
- Greet those that are in the food pantry line and hand out new forms to new clients.
- Check in clients in numerical order and enter them into the computer.
- Explain the policies to new clients and enter their information into the computer
- Copy forms if necessary
- Must be comfortable working with a computer
- Once a **month** commitment
- Follow all policies and procedures
- Keep confidentiality of clients information

VALUES (or Qualities):

- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable
- Leadership

TRAINING:

- Computer training will be required
- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Andrea Walker 360.904-1273
andrea@welcometoonelife.com
www.welcometoonelife.com

Food Pantry Distribution Coordinator

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

This is a leadership position. The Food Pantry Distribution Coordinator works together with the Food Pantry Client Liaison Coordinator in overseeing the operation of the Emergency Food Box Pantry.

RESPONSIBILITIES/ SKILLS:

- Show up at 11:45 am on Sunday's to help set up for assembling Food Boxes and coordinating volunteers.
- Greet volunteers and explain jobs.
- Assign volunteers to their jobs
- Oversee assembly of boxes for clients
- Make sure food is distributed equitable to all
- Follow safe food handling procedures
- Once a month commitment
- Follow all policies and procedures
- Keep confidentiality of clients information

VALUES (or Qualities):

- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable
- Leadership

TRAINING:

- Computer training will be required
- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Andrea Walker 360.904-1273
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Food Pantry Distribution Volunteer

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

Help assemble Emergency Food Boxes for distribution to our clients.

RESPONSIBILITIES/ SKILLS:

- Show up at 11:45 am on Sunday's to help set up for assembling of Food Boxes
- Follow direction of Food Pantry Distribution Coordinator
- Help with putting labels on boxes
- Helping clients take boxes to their cars
- Helping clients get fresh produce
- Assemble food boxes
- Follow all policies and procedures
- Keep confidentiality of clients information

VALUES (or Qualities):

- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable
- Leadership

TRAINING:

- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Andrea Walker 360.904-1273
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Food Pantry Driver/Loader/Dock Shopper

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

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JOB DESCRIPTION:

This position involves driving a vehicle to pick up and load food for our Emergency Food Box Pantry

RESPONSIBILITIES/ SKILLS:

- Show up at Oregon Food Bank on designated day and time to pick up order.
- Show up at the Clark County Food Bank on designated day and time and pick up order
- Load food order into vehicle
- Shop the dock for free items at OFB with the direction of the Executive Director
- Follow all policies and procedures
- Handle paperwork

VALUES (or Qualities):

- The ability to lift 40-50 lbs
- Able to work independently
- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable

TRAINING:

- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Andrea Walker 360.904-1273
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Food Pantry Number Distribution

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

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JOB DESCRIPTION:

To check in clients for the One Life Emergency Food Box Pantry and give them a number. Reports to the Executive Director.

RESPONSIBILITIES/ SKILLS:

- Show up at 9:20 am on Sunday's to help set up.
- Greet those that are in the food pantry line and hand out new forms to new clients.
- Check in clients in the computer and hand out numbers
- Explain the policies to new clients and enter their information into the computer
- Copy forms if necessary
- Comfortable working with a computer
- Once a month commitment
- Follow all policies and procedures
- Keep confidentiality of clients information

VALUES (or Qualities):

- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable

TRAINING:

- Computer training will be required
- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Andrea Walker 360.904-1273
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Food Pantry Shelf Stocking Coordinator

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

This is a leadership position. Oversees the Food Pantry Shelf Stocking Volunteers to get the Food pantry ready for distribution of food to clients.

RESPONSIBILITIES/ SKILLS:

- Show up at 2:00 pm on Wednesdays
- Greet Volunteers and make them feel welcome
- Explain jobs and assign volunteers
- Oversee the unloading of truck
- Oversee the unpacking of boxes and placing food on appropriate shelves
- Oversee repacking of bulk foods.
- Follow safe food handling procedures
- Follow all policies and procedures
- Oversee clean up

VALUES (or Qualities):

- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable

TRAINING:

- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Andrea Walker 360 904-1273
andrea@welcometoonelife.com

Food Pantry Shelf Stocking Volunteer

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

Works with the Food Pantry Shelf Socking coordinator to get the Food pantry read for distribution of food to clients.

RESPONSIBILITIES/ SKILLS:

- Show up at 2:00 pm on Wednesdays
- Help with unloading of truck
- Unpack boxes and place food on appropriate shelves
- Help with repacking of bulk foods.
- Follow safe food handling procedures
- Follow all policies and procedures
- Help clean up

VALUES (or Qualities):

- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable

TRAINING:

- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Andrea Walker 360 904-1273
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Fundraiser Team Volunteer

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

Works with the Executive Director in developing fundraising strategies and events. Work as part of a Team.

RESPONSIBILITIES/ SKILLS:

- Help develop fundraising ideas
- Participate in fundraising events
- Help to develop flyers
- Work with Newsletter/Social Media volunteer to promote fundraising activity
- Contact business or donors when necessary
- The ability to see a project from start to finish
- The ability to share ONE LIFE'S mission and programs with people in the community

VALUES (or Qualities):

- Great communication skills
- Love to plan and put on parties
- Creative
- The ability to meet deadlines
- Work independently
- Compassionate
- Dependable
- Willing to work with children when necessary.

TRAINING:

- Will train with the Executive Director.

LEAD CONTACT:

Andrea Walker 360 904-1273
andrea@welcometoonelife.com

Giving Garden Coordinator

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

- Oversee the Giving Garden. This is a leadership position.

RESPONSIBILITIES/ SKILLS:

- Overseeing the planning of the garden
- Planting
- Weeding
- Harvesting
- Fertilizing
- Watering

VALUES (or Qualities):

- Love for gardening
- Like to put your hands in the dirt
- Love to see things grow
- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable

TRAINING:

- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Andrea Walker 360 904-1273
andrea@welcometoonelife.com

Giving Garden Volunteer

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

Help grow produce for the One Life Giving Garden

RESPONSIBILITIES/ SKILLS:

- Planting
- Weeding
- Harvesting

VALUES (or Qualities):

- Love for gardening
- Like to put your hands in the dirt
- Love to see things grow
- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable

TRAINING:

- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Andrea Walker 360 904-1273
andrea@welcometoonelife.com

Harvest Share Coordinator

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

This is a leadership position. The Harvest Share .Coordinator oversees the Harvest Share program in cooperation with the Oregon Food Bank. Reports to Executive Director.

RESPONSIBILITIES/ SKILLS:

- Show up at 8:30 am on The 4th Monday to receive the truck form OFB
- Greet volunteers and explain jobs.
- Assign volunteers to their jobs
- Greet Clients and make them feel welcome
- Oversee distribution of produce to clients
- Make sure food is distributed equitable to all
- Follow safe food handling procedures
- Must be available the 4th Monday of the month
- Follow all policies and procedures
- Keep confidentiality of clients information
- Oversee clean up and proper storage of leftover produce
- Prepare OFB reports and yearly meeting

VALUES (or Qualities):

- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable
- Leadership

TRAINING:

- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Andrea Walker 360.904-1273
andrea@welcometoonelife.com

Harvest Share Volunteer

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

Works with the Harvest Share coordinator to distribute fresh produce to our clients. This position Reports to the Harvest Share Coordinator.

RESPONSIBILITIES/ SKILLS:

- Show up at 8:30 am on The 4th Monday of the month
- Help set up produce for distribution
- Greet Clients and make them feel welcome
- Check in Clients and distribute newsletter
- Make sure food is distributed equitable to all
- Follow safe food handling procedures
- Follow all policies and procedures
- Keep confidentiality of clients information
- Help clean up

VALUES (or Qualities):

- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable

TRAINING:

- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

Sandy Ree 360 891-4524
Sandy@vancouvervineyard.com

Newsletter/Social Media Volunteer

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

Works with the Executive Director in developing, writing and publishing an electronic quarterly newsletter and updating our facebook page.

RESPONSIBILITIES/ SKILLS:

- Post updates and stories on Facebook
- Interviews clients, volunteers or Executive Director to develop articles for our quarterly newsletter
- Helps develop electronic newsletter
- Helps with promoting ONE LIFE in the media when necessary

VALUES (or Qualities):

- Love for writing
- The ability to tell a story and inspire
- Comfortable with working with electronic media
- The ability to meet deadlines
- Compassionate
- Dependable
- Willing to work with children when necessary.

TRAINING:

- Will train with the Executive Director.

LEAD CONTACT:

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Nutrition Education Volunteer

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

Works with the Oregon Food Bank and Churches in Partnership with Nutrition Education/Cooking class. This position reports to the Executive Director.

RESPONSIBILITIES/ SKILLS:

- Let people into the building a half hour before program begins and locks up when class is done
- Tracks who comes to classes and gives reminder calls each week.
- Participates in class with participants.
- Oversees the clean-up of Wired for God room and kitchen.

VALUES (or Qualities):

- Interest in Cooking
- Interest in Nutrition
- Loving, accepting and respectful
- Friendly and helpful
- Compassionate
- Punctual and dependable
- Willing to work with children when necessary.

TRAINING:

- Will train with another individual until you are comfortable doing the job.

LEAD CONTACT:

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Video Production Volunteer

MISSION:

To help provide tangible resources and educational services to at risk youth, individuals and families in order to break cycles of poverty and build healthy futures.

VISION:

To see lives in our community, freed from poverty one life at a time.

JOB DESCRIPTION:

Helps to tell the story of ONE LIFE through interviews, video recording of programs and producing videos.

RESPONSIBILITIES/ SKILLS:

- Work with the Executive Director to produce Video that tells the story of One Life's Mission
- The ability to work off of a story board
- Participate in fundraising events
- Work with Newsletter/Social Media volunteer to promote fundraising activity and the mission.
- The ability to see a project from start to finish
- The ability to share ONE LIFE'S mission and programs with people in the community.

VALUES (or Qualities):

- Great communication skills
- Knowledge of video recording, editing and production.
- Creative
- The ability to meet deadlines
- Work independently
- Compassionate
- Dependable
- Willing to work with children when necessary.

TRAINING:

- Will train with the Executive Director.

LEAD CONTACT:

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