

WESTERN FAIRFAX CHRISTIAN MINISTRIES

13981 Metrotech Drive, Chantilly, VA 20151

www.wfcmva.org

703-988-9656 ext.105

Volunteer Mission Statement:

To work alongside the staff forming a cohesive unit of support allowing the mission of Western Fairfax Christian Ministries to continue to serve our neighbors in need. To be empathetic to the clients of WFCM, providing a nurturing environment for them at all times and to respect the dignity of each individual.

Job Description for Volunteer in Front Office:

Position Title: Front Desk Support

Tasks:

- Receive clients for pantry appointments.
- Answer and direct phone calls to appropriate offices.
- Keeps the flow of appointments moving.
- Operate copier machine as required.
- Have knowledge of Microsoft Word and Excel for occasional letters and data entry.

Expectations regarding

of hours and times: 2 hours minimum per week, 8 hours maximum per week. 4 hours minimum if only available 1 x a month. Please be mindful of your schedule and not miss more than one shift per quarter.

Qualifications: In any volunteer position, flexibility is key to a successful experience. A friendly and welcoming spirit with excellent customer service and communication skills is required. Bi-lingual is a plus! A Criminal Background check is required for this position.

Position Benefits: A great opportunity to serve our neighbors who are in need. The Volunteer Coordinator and Department Manager will be happy at any time upon successful completion of donated time provide our volunteers with a letter of recommendation. You will be invited to our Volunteer Recognition Christmas Party annually and free entry to other events where you would be asked to volunteer.

Method of Scheduling: Please take a moment while at WFCM to write your name on the calendar to cover your shift for the month, however it may be. No one knows better than you when you are available so please schedule your generous donation of time for a month in advance.

Galatians 6:9-10... And let us not grow weary of doing good, for in due season we will reap, if we do not give up. **10** So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith.

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Job Description for Volunteer in Food Pantry:

Tasks:

- Stocking shelves
- Helping the clients shop when asked
- Bagging groceries
- Carrying groceries out to the clients car
- Break down cardboard boxes and empty trash at end of each shift
- Leave pantry and bagging area stocked for following day
- Receiving donations of food and providing receipts.
- To take direction from Food Pantry Manager

Expectations regarding

of hours and times: 2 hours minimum per week, 8 hours maximum per week. 4 hours minimum if only available 1 x a month. Please arrive 15 minutes prior opening of Food Pantry to perform necessary chores. Please be mindful of your schedule and not miss more than one shift per quarter.

Qualifications: In any volunteer position, flexibility is key to a successful experience. A friendly and welcoming spirit with excellent customer service and communication skills is required. Light lifting may be required at times and consideration is given to those who are not able. Bi-lingual is a plus!

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Job Description for Volunteer in Thrift Store:

Tasks:

- Receiving donations at back door
- Sorting clothing & household items for resale
- Cashier (once background check has been done)
- Keeping store appearance neat and aisles clear
- To take direction from Thrift Store Manager.

Expectations regarding

of hours and times: 2 hours minimum per week, 8 hours maximum per week. 4 hours minimum if only available 1 x a month. Please be mindful of your schedule and not miss more than one shift per quarter.

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Volunteer Job Description for Emergency Services:

Tasks:

- Assist in making follow up calls regarding clients needs
- Assist in interviewing new clients
- Cover for the director on vacation days
- To take direction from the Director of Emergency Services.

Expectations regarding

of hours and times: 2 hours minimum per week, 8 hours maximum per week. 4 hours minimum if only available 1 x a month. Please be mindful of your schedule and not miss more than one shift per quarter.

Qualifications: In any volunteer position, flexibility is key to a successful experience. A friendly and welcoming spirit with excellent customer service and communication skills is required. A strong understanding of confidentiality is necessary. Bi-lingual is a plus! A Criminal Background check is required for this position.

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