

Christian Service Center – Volunteer Form

Please print all information requested Date _____

Name _____

Address _____

City/State/Zip _____

Phone Number _____ Cell Number _____

Email address _____

Person to be called in case of emergency

 Name _____

 Phone number _____

In which position are you interested?

_____ Administrative Assistant _____ Case Worker _____ Pantry Worker

How often are you willing to work?

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Explanation of Roles

Administrative Assistant (AA) – Greet clients, prepare file for caseworker, document client visit and services provided; answer phone; check for phone messages and return calls as needed; make copies and file.

Case Worker (CW) – Interview clients; verify needs of client and determine what CSC can/will do; coordinate with other agencies; prepare vouchers; get food from food pantry for client; complete file (write chrono and enter services provided) and return to AA.

Pantry Worker (PW) – Fill food bins for clients; assist in re-stocking shelves; assist Case Worker in getting food and perishable items for clients; re-bag bulk items, double-bag plastic food bags, check for expired dates on select products; enter on long sheet shortages of staple items; assist during inventory period.

Special Areas of Interest _____ Computer; _____ Filing; _____ Repairs;
_____ Typing; _____ Christmas Spirit; _____
Christmas Cheer; _____ Christmas Food Boxes; _____ Newsletter; _____ Other

Volunteers provide invaluable support to the Christian Service Center.