

Job Description	
Job Title	Outreach Volunteer
Department	RHM Outreach
Reports to	Outreach Facilitator
Revision Date:	June 2026

## Job Summary:

An Outreach Volunteer is responsible for helping building and maintaining relationships within the community, organizations, and stakeholders to promote awareness of the organization's services, programs, and initiatives, acting as a bridge between the organization and by facilitating communication, identifying needs, and coordinating outreach activities to engage potential clients or partners. Primary duties are to provide the Outreach staff with the support needed to ensure smooth field, outreach, and pantry operations. Help to maintain all Outreach and pantry standards and guidelines.

- ❖ Must be a people person with a pleasant and willing attitude that contributes to the mission of revealing Christ to others.
- ❖ Must be on time and prepared to volunteer.
- ❖ Always leave space better than you find it.

### Essential Job Functions:

- Assist Outreach staff in fulfilling outreach duties including providing services, resources, and information.
- Help pickup, transport, and drop off clothing/household donations inside the Warehouse, from the Café or from a donator at their request.
- Help pickup, transport, and drop off furniture donations and deliver furniture to clients.
- Assist Outreach Staff out in the community with tasks such as yard work and cutting and gathering firewood.

### Pantry:

- Help make sure received foods are sorted, stocked, and stored in an appropriate manner.
- Ensure proper refrigeration of fridge/frozen items and perform rotation duties as needed.

- Ensure maintenance and cleanliness of the food pantry: Organize pantry, consolidate boxes, and take out trash.
- Provide information to visitors and clients.
- Assist visitors and clients in filling out the necessary paperwork for food boxes and other services.
- Handle the intake process according to the company's regulations. This includes weighing donated food, logging the weights, and making sure they are stored in the appropriate manner. All food must be six inches off the floor.
- Label, build, weigh, and record weight for food boxes according to standards/guidance.
- Record weights for produce, bread, and other pantry items to be delivered with food boxes.
- Assemble separate Essential Kits to go out with food boxes when available.
  - Shampoo, conditioner, and soap.
  - Toothbrush and toothpaste.
  - Feminine Hygiene.
- Deliver food boxes and obtain any incomplete information using the food box form.

### Guidelines/Standards:

- No one is allowed on church property after 2:00pm Monday through Friday, and not at all on the weekends. This includes the parking lot (Except *staff* and *volunteers* accompanied by *staff*).
- Never give out any information about clients or staff.
- Staff and volunteers are the only ones allowed on the Outreach property apart from *dropping off donations*.
- Maintain Outreach Warehouse, disposing of trash, and keeping things neat and organized.
- If you see trash on the Outreach property, pick it up, it is your workspace.