



VOLUNTEER POSITION DESCRIPTION

For more information please contact
Volunteer Coordinator, 760-489-6380 ext 221

Title: Intake

Department: Social Services

Overview: Support those in need by offering them a hand up, instead of a hand out. By providing intake assessment, you will help to determine what services and programs are available to help each individual or family in need who comes to Interfaith for assistance. Through your efforts, these individuals will be able to receive the immediate services they need, as well as long term support in order to obtain self-sufficiency.

Impact:

- Fulfill the immediate and long term needs of each individual
- Empower those in need and help them restore hope and dignity in their lives
- The skills they acquire from the resources you provide will allow them to better themselves and the future of their families

Key Responsibilities:

- Arrive on time
- Perform interviews with individuals who come to Interfaith looking for help
- Provide services or referrals to meet the needs of each individual

Training and Support:

- General orientation on services and programs provided by Interfaith Community Services
- Specific training on Interfaith procedures regarding incoming clients
- Continued contact with a supervising staff member to answer any questions or discuss any concerns you may have

Time Commitment:

- This is an ongoing commitment
- One morning per week, except the first Friday of every month
- Inland Pantry Hours 8:00am to 12:00noon
- Coastal Pantry Hours 9:00am to 12:00noon , or afternoon 1:00pm to 4:00pm

Benefits:

- Résumé building experience
- Interaction with a diverse population
- See the positive results of your contribution of time and talents