

# VOLUNTEER OPPORTUNITIES WITH GAITHERSBURG HELP

## LEADERSHIP ROLES

- ♥ **Assistant Executive Directors** provide back up to the Executive Director and take on specific areas of program management as needed.
- ♥ **Delegates** serve as representatives of member congregations on the Board of Directors.
- ♥ **Financial Manager** handles banking and bills, prepares budgets and reports, and maintains records.

## TELEPHONE SCREENING

Work from one to five days a month returning phone messages from home.

- ♥ **Food Coordinators** work 1-2 days per month handling requests for food, scheduling pick-ups and entering data on laptop computer.
- ♥ **Bilingual Volunteers** work 2-4 days a month returning calls to Spanish speaking clients and coordinating the delivery of the requested assistance with the appropriate volunteers.
- ♥ **Prescription/Financial Coordinators** work one day a week handling requests for help with prescriptions or other financial assistance.
- ♥ **Transportation Coordinators** work one week per month handling requests for transportation, finding volunteer drivers or arranging for taxi service.
- ♥ **Infant Needs Coordinators** work one or more days a week responding to requests for diapers and formula.



## PANTRY

Work once a month or as needed in various jobs at the Food Pantry.

- ♥ **Property Manager** manages the pantry space monitoring maintenance and arranging for repairs as needed.
- ♥ **Pantry Workers** prepare food packages for pick up by clients based on information provided by Food Coordinators.
- ♥ **Pantry Organizers** inventory, sort, and shelve food at the pantry.
- ♥ **Stock Coordinators** assist Pantry Chair with ordering and picking up supplies for the pantry.

## DRIVERS

Work as needed or one afternoon or evening per month delivering food or transporting clients.

- ♥ **Transportation Drivers** work as needed to drive clients to weekday medical or social service appointments in the local area.
- ♥ **Food Drivers** go to the pantry and package food to deliver to homebound clients.

## ADMINISTRATIVE TASKS

Help keep the organization running effectively by assisting with clerical and administrative functions.

- ♥ **Publicity Coordinator** prepares flyers, press releases, and brochures for distribution to the media and the community at large to publicize events and educate the public about the mission of Gaithersburg HELP.
- ♥ **Roster Coordinator** prepares the mailing of our monthly Volunteer Roster.
- ♥ **Newsletter Coordinator** prepares the mailing of our semi-annual Newsletter.
- ♥ **Alternate Secretary** attends meetings of the Board or Executive Committee to record minutes when the regular secretary is not able to attend the meeting.

## PROGRAM MANAGEMENT

Various opportunities to coordinate specific program areas or events in a leadership role.

- ♥ **Grant Writers** help complete Grant applications and investigate fund raising opportunities.
- ♥ **Transportation Assistant** helps supervise proper functioning of the Transportation program.
- ♥ **Youth Coordinator** supervises youth volunteers in various activities.
- ♥ **Volunteer Coordinator** screens volunteer applicants, refers for appropriate positions, prepares recruitment materials and public service announcements and handles volunteer issues.

♥ **Latino Providers Liaison** represents Gaithersburg HELP at the Latino Providers meetings and communicates relevant information to our Executive Committee and Bilingual Volunteers.

♥ **Thanksgiving in February Volunteers** solicit restaurants in the summer and early fall to participate in this county-wide fundraiser.

♥ **Mini-walk Coordinators** organize mini-walks in the local schools and congregations as part of the fall Fannie Mae Foundation Help the Homeless Walk.

♥ **Volunteer Recognition Event Planners** assist with events to honor our volunteers.

♥ **Food Drive Coordinator** solicits food drives at schools, businesses, and other community organizations.

♥ **United Way/CFC Coordinator** organizes efforts to increase our United Way/CFC participation and represents us at agency events.



## FOR MORE INFORMATION

Please send me an application to volunteer with **Gaithersburg HELP** and more information about the jobs I have indicated.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I am interested in:

- |  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Leadership Position | <input type="checkbox"/> Driver |
| <input type="checkbox"/> Telephone Screening | <input type="checkbox"/> Pantry |
| <input type="checkbox"/> Program Management  | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Administrative      |                                 |

Specify position: \_\_\_\_\_

The best time to reach me is: \_\_\_\_\_

Other information or special skills: \_\_\_\_\_

### **Gaithersburg HELP**

**431 N. Frederick Ave., Suite 105  
Gaithersburg, MD 20877**

**Or call: 301-216-2510  
Leave a message in Box 6**

**Or Email:  
GaithersburgHELP@yahoo.com**

**www.GaithersburgHELP.org**

## OTHER WAYS TO CONTRIBUTE TO Gaithersburg HELP

Not everyone has the time to volunteer, but there are many other ways to contribute to the work of **Gaithersburg HELP**.

- **Donate Non-Perishable Food**

Consider organizing a food drive at work, school, or other organization. To donate food, call **Gaithersburg HELP** at **301-216-2510** and leave a message in Box 4.

- **Participate in Fundraising Events**

Join in the Help the Homeless Walk or Thanksgiving in February which provide support to **Gaithersburg HELP**.

- **Contribute Money**

Funds are used to provide perishable food, supplement food donations, contribute to Upper Montgomery Assistance Network for housing needs, and to provide other financial assistance and emergency medications. Direct financial contributions may be made to:

### **Gaithersburg HELP**

**431 N. Frederick Ave, Suite 105  
Gaithersburg, MD 20877**



Or you can designate through  
**United Way/CFC #8432**

# HOW TO VOLUNTEER WITH



**Join a 35-year plus  
tradition of local  
religious congregations  
and concerned citizens  
helping their neighbors**