

# VOLUNTEER OPPORTUNITIES

## *at our New Bern Branch*

Every day, Food Bank volunteers make a tangible contribution to our communities. Last year, volunteers logged over 241,183 hours across our six branches—equivalent to over 116 full-time employees! There are many ways to get involved with the Food Bank. Below are the typical activities the Food Bank offers at our New Bern Branch.

Please email the designated contacts to inquire about current availabilities for each activity.

### **Warehouse Volunteer**

Perfect for groups and individuals! Tasks include sorting and repackaging bulk food items and helping our partner agencies pick up food. Please see the following page for sign up information.

### **Speakers Bureau Volunteer**

Volunteers are trained to become advocates for the Food Bank, attend speaking engagements and agency fairs. Please email [communication@foodbankcenc.org](mailto:communication@foodbankcenc.org) to inquire about training and sign up.

### **Special Events Volunteer**

Attend special food and fundraising events, such as Stamp Out Hunger (Letter Carriers' Food Drive) in May. Please email [fooddrive@foodbankcenc.org](mailto:fooddrive@foodbankcenc.org) to sign up.

### **Social Media Ambassador**

Spread the word about hunger using your social media networks such as Twitter, Facebook and personal blogs. (Volunteer hours are not currently earned with this opportunity.) For more information, please visit [www.foodbankcenc.org/SMA](http://www.foodbankcenc.org/SMA).

### **Food Drive Organizer**

Organize a food drive at your office, church or in your community. (Volunteer hours are not currently earned with this opportunity.) For more information, please visit [www.foodbankcenc.org/FoodDrive](http://www.foodbankcenc.org/FoodDrive).



[foodbankcenc.org/volunteer](http://foodbankcenc.org/volunteer)

# HOW TO SIGN UP TO VOLUNTEER

**Groups: We are delighted to host groups at our New Bern distribution center! Volunteering with the Food Bank is a great activity for school, business, civic, or religious groups. Please follow our guidelines to ensure a rewarding experience for all.**

- All groups must schedule their volunteer shift ahead of time. Schedule a slot by emailing [greenvolcoord@foodbankcenc.org](mailto:greenvolcoord@foodbankcenc.org) with the size of your group, age of participants if under 18, and your preferences for when you would like to volunteer.
- These slots fill up quickly, so we recommend contacting us at least one month before your preferred date and having more than one date in mind.
- Group volunteer shifts are (advanced sign-up required for all times):
  - Tuesday & Thursday: 9am-12pm, 12pm-2pm.
- In the case of a youth group, we ask for one adult for every 4 - 5 youth under the age of 18.
- In the event that you need to cancel or change the number in your group, please contact the Volunteer Coordinator immediately.

**Individuals: Every helping hand makes a difference!**

- Individuals can schedule a time to volunteer in our warehouse during the following business hours:
  - Tuesday & Thursday: 9am-2pm
- Please email [greenvolcoord@foodbankcenc.org](mailto:greenvolcoord@foodbankcenc.org) with your preferred dates and times to sign up to volunteer during business hours.

**New Bern Branch Regular Volunteer Hours for Individuals and Families  
(advanced sign-up required for all times)**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		9am-12pm 12pm-2pm		9am-12pm 12pm-2pm		
		9am-12pm 12pm-2pm		9am-12pm 12pm-2pm		
		9am-12pm 12pm-2pm		9am-12pm 12pm-2pm		
		9am-12pm 12pm-2pm		9am-12pm 12pm-2pm		

Note: This calendar is provided as an example and does not reflect actual calendar dates.



# RULES & GUIDELINES

## Warehouse Dress & Guidelines

**The Food Bank aims to create a fun and safe environment for our volunteers at our warehouse. Please familiarize yourself with the rules and recommendations for working at the warehouse.**

- Closed toed shoes are required. Volunteers (including chaperones) who do not wear closed toed shoes will not be permitted in the warehouse.
- Volunteers may not use any motorized equipment (forklifts or electric pallet jacks) and may only use manual equipment (manual pallet jacks) with proper training.
- Food or drinks other than water are not allowed on the warehouse floor.
- Please do not use headphones or phones (even for texting) while working in the warehouse.

## Age Guidelines

- Volunteers 18 and older can volunteer during any of our regular volunteer hours assuming they have scheduled in accordance to Food Bank policies.
- Volunteers ages 12 to 17 can volunteer during our regular hours as long as they have a parent/guardian with them at all times.

## Show us your best #helpie!

(Which is a selfie while you're helping others!)

At the Food Bank, we encourage our volunteers to share the hard work they do to help feed local families. While you're volunteering, snap a photo and share it! Remember to tag us @FoodBankCENC!



[foodbankcenc.org/volunteer](http://foodbankcenc.org/volunteer)



# FREQUENTLY ASKED QUESTIONS

## **Can I bring a group to volunteer?**

The Food Bank welcomes groups to volunteer at our warehouse! We require groups to sign up in advance. We recommend that groups schedule at least one month in advance and have more than one date in mind when booking. Please see Group Sign Up instructions on page 3 for more information.

## **What are the age requirements?**

Volunteers 18 and older can volunteer during any of our regular volunteer hours if they have scheduled in accordance to Food Bank policies. Volunteers ages 12 to 17 can volunteer during our regular hours as long as they have a parent/guardian with them at all times.

## **Can high school or college students volunteer to meet service hour requirements?**

Absolutely! Students who are in need of service hours are welcome to volunteer during normal volunteer hours and do not need to attend an orientation. Students between the ages of 12 and 17 will need to be accompanied by an adult. Upon arrival at the warehouse, please alert a staff member that the student will need documentation for the hours contributed.

## **Can the Food Bank accommodate volunteers with special needs or physical handicap or disability?**

The Food Bank welcomes volunteers of all skill sets and will make every effort possible to accommodate all volunteers. Please email [greenvolcoord@foodbankcenc.org](mailto:greenvolcoord@foodbankcenc.org) for specific information.

## **Do I have to wear closed toed shoes if I am just a chaperone?**

Yes. Anyone inside the warehouse needs to wear close toed shoes as required by OSHA.

## **What is your address?**

205 S. Glenburnie Road, New Bern, NC 28560

## **Can I bring my purse in?**

We recommend locking purses and valuables in your car, because we do not have a place to store such items where they will be locked up or supervised.

## **Can I leave early from a session?**

Yes, if you need to leave early before your group session is finished, you may leave. However, all volunteers must show up on time at the beginning of a group session to receive instructions.

## **Can I listen to my iPod?**

No. Our motorized warehouse equipment such as forklifts use horns to alert volunteers of their presence. It is a safety hazard to inhibit your ability to hear with headphones or cell phones.



# FREQUENTLY ASKED QUESTIONS

We look forward to seeing you at our New Bern Branch!  
205 S. Glenburnie Road, New Bern, NC 28560  
252.514.2006

Questions?

Please contact the New Bern Volunteer Coordinator:  
[greenvolcoord@foodbankcenc.org](mailto:greenvolcoord@foodbankcenc.org)



[foodbankcenc.org/volunteer](http://foodbankcenc.org/volunteer)