

# VOLUNTEER OPPORTUNITIES

## *at our Wilmington 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 Wilmington 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.

### **Administrative Support Volunteer**

Complete administrative tasks such as filing, mailings, reception desk support, writing thank you cards, and other clerical duties. Experience with computers is a plus. Please email [WilmVolCoord@foodbankcenc.org](mailto:WilmVolCoord@foodbankcenc.org) to 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 Wilmington 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 [WilmVolCoord@foodbankcenc.org](mailto:WilmVolCoord@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 – Friday: 9am -12pm and 1pm to 4pm.
  - A volunteer shift can be shortened based on the organizer's or group preference.
- 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 – Friday: 9am -12pm and 1pm to 4pm.
- Please contact [WilmVolCoord@foodbankcenc.org](mailto:WilmVolCoord@foodbankcenc.org) with your preferred dates and times to sign up to volunteer during business hours.

**Kids Day: Volunteering is a wonderful way for kids to learn about the Food Bank and hunger in our communities. The Food Bank at Wilmington offers a kid-friendly volunteer session once a month for youth between the ages of 5 and 11 called Kids Day!**

- The Wilmington Branch Kids Day is the 1st Saturday of the month, from 10:00 am -12:00pm.
- During Kids Day, volunteers will participate in an age-appropriate food sorting project, for example repackaging bulk food into family-size portions.
- All youth must be accompanied by an adult.
- Warehouse dress and guidelines still apply to Kids Day—please review these before arrival.
- If you're interested in bringing a group (more than one family), please follow the scheduling process above and email [WilmVolCoord@foodbankcenc.org](mailto:WilmVolCoord@foodbankcenc.org).

**Community Day: Not everyone is able to volunteer during the work week and we want to be accessible for individuals, families, and groups that are looking for a weekend volunteer opportunity!**

- The Wilmington Branch Community Day is typically held on Saturday, from 10:00am – 12:00pm. Please see the Wilmington Branch Volunteer Calendar for which months Community Day is offered.
- If you're interested in attending Community Day as an individual, family, or a group, please follow the scheduling process above and email [WilmVolCoord@foodbankcenc.org](mailto:WilmVolCoord@foodbankcenc.org)

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



# HOW TO SIGN UP TO VOLUNTEER

**Community Service (Court Related):** The Food Bank at Wilmington accepts volunteers needing to complete community service hours for traffic violations only, such as speeding in a school zone or passing an emergency vehicle. This does NOT include driving while impaired or driving under the influence. Individuals younger than 18 years of age must be accompanied by a parent/guardian at all times in order to participate.

- All individuals interested in community service hours must first attend orientation.  
Please email [WilmVolCoord@foodbankcenc.org](mailto:WilmVolCoord@foodbankcenc.org) to schedule orientation.

## Wilmington Branch Regular Volunteer Hours for Individuals and Families (advanced sign-up required for all times)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		9am-12pm 1-4pm	9am-12pm 1-4pm	9am-12pm 1-4pm	9am-12pm 1-4pm	KIDS: 10am-12pm
		9am-12pm 1-4pm	9am-12pm 1-4pm	9am-12pm 1-4pm	9am-12pm 1-4pm	
		9am-12pm 1-4pm	9am-12pm 1-4pm	9am-12pm 1-4pm	9am-12pm 1-4pm	Community Day
		9am-12pm 1-4pm	9am-12pm 1-4pm	9am-12pm 1-4pm	9am-12pm 1-4pm	

Community Days: January 20, 2018, March 17, 2018, April 21, 2018, May 12, 2018, October 20, 2018, November 17, 2018, December 15, 2018.

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



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

# 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.
- Children ages 5 to 11 can participate with an adult during our Kids Day program.

## 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. Children ages 5 to 11 can participate with an adult during our Kids Day program.

## **Can kids volunteer at the Food Bank?**

The Food Bank welcomes and encourages kids to give back to their community and learn more about the issues of hunger by volunteering on Kids Day! This event is offered twice a month for children aged 5 to 11 who are accompanied by an adult. If bringing a group, you must schedule ahead of time. Please see the Kids Day Sign Up instructions on page 2 for more information.

## **Do you accept court-related community service volunteers?**

The Food Bank welcomes select volunteers needing to complete court-related community service hours whose charges are non-violent misdemeanors only. All individuals interested in community service must first attend orientation. Anyone under 18 must be accompanied by an adult in order to participate. Please see Community Service Sign Up instructions on page 3 for more information.

## **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 [WilmVolCoord@foodbankcenc.org](mailto:WilmVolCoord@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?**

1314 Marstellar Street, Wilmington, NC 28401

## **Are adults included in Kids Day group headcounts?**

Yes, we need to know the number of people in your entire group, not just children.

## **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.



# FREQUENTLY ASKED QUESTIONS

## **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.

**We look forward to seeing you at our Wilmington Branch!  
1314 Marstellar Street, Wilmington, NC 28401  
910.251.1465**

**Questions?**

**Please contact the Wilmington Volunteer Coordinator:  
WilmVolCoord@foodbankcenc.org**



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