



Volunteer Opportunities

*Openings vary, match your interest and availability with our schedule
contact Khaleek Chapman at 803.288.7684*

Client Oriented (Individual Volunteers)

HOPE offers several positions that allow volunteers to use their gifts directly working with clients.

- Receptionist – answers the phone and provides support to clients and staff by answering client questions and directing clients to the appropriate staff person or program.
 - **Needs: Mon-Tue-Wed-Thurs-Fri 8:30-11:30**
- Intake - assists client when they come into HOPE to seek assistance, request information, or drop off information.
 - **Needs: Mon-Tue-Wed 8:30-11:30**
- Client Advocate – meets directly with and discusses with clients to identify the client’s needs and possible resources for assistance.
 - **Needs: Mon-Tue-Wed 8:30-11:30**
- Service Coordinators – provide support to the Client Advocates and Staff to ensure that documentation has been requested from client, documentation recorded correctly in database, and all resources available have been provided to client.
 - **Needs: Mon-Tue-Wed-Fri 8:30-11:30**
- Clerical Support – supports the program staff by answering the phone; gathers and verifies the information provided by the client when they apply for assistance, assists staff in managing client communication and files.
 - **Needs: Wed-Fri 8:30-11:30**
- Choice Pantry – assists clients receiving food assistance by bagging their food pantry orders according to their choices and delivers food orders to the client’s car.
 - **Needs: Mon-Tue-Wed-Fri 8:30-11:30**
- Senior Food Pantry Intake – receives, welcomes, and assists senior clients when they receive their monthly support of food and over-the-counter products by verifying client home information and assisting them with product choices.
 - **Needs: Tue-Thu 8:30-12:00**
- Senior Food Pantry – prepares, bags, and delivers the senior client’s choices directly to the client’s car.
 - **Needs: Tue-Thu 8:30-12:00**
- Teaching Kitchen Volunteers – assists Teaching Kitchen Coordinator and support clients or class participants. Classes offered to Senior Adults, Families, individuals and Children.
 - **Needs: Based on the Teaching Kitchen Calendar, most involve a commitment of 2-3 hours per class and can be signed up on a rotation of your availability.**
- Thursday Distribution – supports clients and the Food Pantry staff by assisting in processing, ensuring quality, and bagging products to be given at the Thursday Surplus Distribution. This can include perishable and non-perishable products.

Needs: Thu 12:30-3:30

Rotation is available- for example choose to sign up for every Thu at one location or just the third Thu for a location



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“Behind the Scenes” (Individual and small group volunteers)

Volunteers who prefer to support clients and staff behind the scenes.

- **Food Couriers** – supports staff by picking up and delivering to HOPE deli, produce and frozen meat products from retail stores
 - **Needs: Food Lion/BiLo Mon-Tue-Wed 9:00-10:30**
 - **Food Lion Thu-Fri 9:00-10:00**
 - **Food Lion Sat-Sun 11:00-12:30 (Can be picked up as late 1:00)**
 - **Publix - Subs Wed-Thu-Fri 8:00-9:00**

Rotation is available- for example choose to sign up for every Thu at one location or just the third Thu for a location

- **Senior Stocking** – supports the Senior Pantry volunteers and Food Pantry staff by assisting in preparing, stocking, and bagging products to be given at the Senior Pantry.
 - **Needs: Mon-Wed 9:00-12:00**
- **Stocking & Receiving** – supports the Choice Pantry volunteers and Food Pantry staff by receiving, processing and stocking food donations ensuring quality, expiration dates, and packaging of all donated products perishable and non-perishable.
 - **Needs: Tue-Wed-Fri 1:00-4:00**

Projects & Seasonal (Individual, small or large group volunteers)

HOPE offers opportunities throughout the month and year that require limited time commitment and the use of a variety of volunteer gifts.

- **Administrative Support** – supports the Staff by filing, office support, data entry, preparing reports, office projects, and mass mailings. Can also include use of various office support software such as QuickBooks, Microsoft Office, Little Green Light, and Charity Tracker.
 - **Needs: Based on assignment and your availability, usually include a 2-3-hour commitment either weekly or bi-weekly**
- **Seasonal and Projects** – supports clients and staff in preparation for large events or seasonal programs such as the Senior Christmas Party, Senior Farmer’s Market Nutrition Vouchers, and Indian Land Fall Festival.
 - **Needs: Based on seasonal needs and your availability**