



## **Twin Oaks Community Services Level I Volunteer Job Description**

- Job Title:** Twin Oaks Community Services Level I Volunteer
- Purpose:** To support all non-consumer contact activities on and off site for the various programs of Twin Oaks Community Services
- Qualifications:** Flexible schedule  
Ability to be organized  
Awareness of and sensitive to mental health issues
- Responsibilities:** Office assistance (light clerical duties, data entry, filing)  
Work on fundraising activities, events and mailings  
Assist with holiday programs (Easter Baskets, Back-To-School, Thanksgiving dinners and the Holiday Program)  
Unpack, organize, and sort food donations  
Unpack, organize, sort clothing donations  
Stock food on shelves  
Pack appropriate food bags  
Transportation (donation pick up and delivery)  
Special projects (group volunteer project)  
Advocate on behalf of the consumers to the community
- Opportunities:** Personal growth  
On the job training  
Provide hunger relief in your community  
Become aware of mental health issues and advocate for better solution