



The Urban League of Metropolitan St. Louis, Inc. **Volunteer Position Description**

Position Title: Community Outreach Center Worker

Immediate Supervisor: Director, Community Outreach Center

Job Description

The Community Outreach Center Worker is responsible for safely and properly judging, handling, and distributing food and clothing items. The volunteer will sign clients in and ensure completion of necessary paperwork to verify eligibility for service. S/he may be required to lift packaged food items (cans, cases, bottles, and boxes) weighing up to approximately 30 pounds, sort and box food items and/or distribute food items to clients. Additional duties may include preparing mailings, supporting evening and weekend special events and meetings, and assisting with the clerical needs for the Federation of Block Units. The volunteer may also be responsible for sorting and arranging clothing donations for display for client selection.

Available sites include:

- 4151 Olive
- 8960 Jennings Station Rd

Time Commitment:

Requires a minimum commitment of 2 hours, 2 days per week.

Hours of Operation:

- Monday, Wednesday, and Friday - 8:30 – 5:00
- Tuesday and Thursday – 8:30 am – 7:00 pm
- Saturdays – 9:00 am – 12:00 pm

This opportunity is available to

- Adolescents
- Adults
- Small Groups (2 –10)

Contact Person: For an interview contact Steve Nienkamp, Volunteer Coordinator at (314) 388-9840 ext 134.

Address: 8960 Jennings Station Road, St. Louis, MO 63108