

Tri-Lakes Cares

Volunteer Needs

Volunteer Area	Tasks	Days	Times
Front Desk Reception	Receive clients and determine what assistance they need; Direct clients to case managers; Answer phones; Assist case managers in administrative duties.	M and Th	11:30 - 3:00 5:45 - 8:00
Morning Reception	Answer phones; direct visitors; set appointments; complete minor administrative tasks	M and Th	9:00 - noon
Help Yourself Set-up	Set out/organize perishable food in Help Yourself area	M and Th	8:30 - 10:30
Help Yourself	Distribute perishable food to clients	M and Th	11:30 - 3:00 5:45 - 8:00
TEFAP Unloading and Set-up (The Emergency Food Assistance Program)	Unload and/or pack TEFAP groceries for distribution	1st Tuesday of month	10:30 - 11:30 10:30 - 12:30
TEFAP Distribution (The Emergency Food Assistance Program)	Distribute food to clients	M and Th	11:30 - 3:00 5:45 - 8:00
Pantry Set-up	Receive and process, (put on shelves) food donations.	M and Th	9:30 - 10:30 10:30 - 11:30 11:30 - 12:30
Pantry	Receive and process, (put on shelves) food donations and assemble emergency grocery orders.	M and Th	11:30 - 3:00 5:45 - 8:00
Care and Share Pick-up	Weekly or Bi-weekly food pick-ups at Care and Share facility in Colorado Spgs Must have a truck or large SUV Must be able to lift up to 30 lbs.	M and Th mornings	7:30 - 10:00
Local Pick-ups	Pick up donated food and other items from local stores; Transport back to TLC and unload	M and Th	Various shifts between 7:30 and noon
Snack Pack Packing	Pack snacks for local elementary school children	Tues mornings	9:00 - 11:00
Snack Pack Delivery	Pick up snacks bags at TLC and deliver to local elementary schools	Every Thursday	Before 2:00pm
Walmart Donations Processing	Sort/Organize/Set out donated merchandise.	Tues mornings Friday mornings	9:30-noon
Food Programs Administrative Support	Research stamped expiration codes using websites and/or other methods.	Day TBD Twice monthly	2 hours - Specific time TBD
Buy It Forward Packing	Pack non-perishable food items for purchase by customers at King Soopers	1st Friday of month	9:00 - 10:00 at King Soopers
On-call Volunteers/Subs	Be on stand-by for special projects and/or have a willingness to 'sub' for other volunteers if/when needed.	Various	Various
Committee Members	Needs Assessment Personnel Development Public Relations Finance	Various	Various