



Volunteer Position Description

FACETS

Location	Next Steps Family Program - Alexandria
Position Title	Next Steps Family Program Driver and Pantry Volunteer
Purpose	The volunteer will organize the pantry at the Next Steps Family Program office, including unpacking any boxes of donations received. Volunteer will drive the FACETS' van from the Next Steps Family Program office to the FACETS' Main Office in Fairfax to bring back any needed supplies.
Key Responsibilities	<ul style="list-style-type: none"> • Willing to support the mission of FACETS. • Ensure all non-perishable food, hygiene products, and household donations that enter the Next Steps Family Program office are sorted and placed in proper location. • Assist with transporting donations from various storage units and the FACETS' Main Office to the Next Steps Family Program office pantry. • Assist in providing organizational techniques to make the pantry functional. • Update expiration dates on all non-perishable food and dispose of any expired food items. • Ensure Program Director of Family Housing Stabilization is aware of items that need to be restocked. • Ensure the pantry is clean. • Fill up the FACETS' van with gas when necessary. • Report any FACETS' van concerns to the Program Director of Family Housing Stabilization.
Time Commitment	Volunteer must be available Wednesdays from 11:00 a.m. to 3:00 p.m. 4+ months commitment desired.
Supervisor	Program Director of Family Housing Stabilization
Qualifications	<ul style="list-style-type: none"> • Dependable • Strong communication and organizational skills • Ability to lift at least 10 pounds • Flexibility and ability to frequently change priorities • Positive and professional attitude and demeanor • Self-reliant problem solver and team player • At least 21 years old with a clean driving record
Training	Must be over 21 years old. Additional training will be provided.
Appointed by	Volunteer Manager and/or Program Director of Family Housing Stabilization