

Food Pantry Volunteer Opportunities

The Society of St. Vincent de Paul operates its **Client Choice Food Pantry**, located at 3001 E. 30th St. between Keystone and Sherman. Food is distributed at no charge to about 3,000 families and delivered to 350 home bound people weekly. Shoppers can shop on one of three days during the week or on Saturdays. Here are some of the volunteer opportunities available:

Intake Clerk

This is an essential stop for every client who shops for food. Volunteers key in basic information for returning clients, and enter new clients into the system using a simple program. Basic keyboarding skills are helpful, as is conversational Spanish. Time commitment: One 4-hour shift a week 8am-12pm Tuesday, Thursday, Saturday; 9am-12pm Friday. One 2-hour shift Thursday evening 5-7pm. Contact Bill Richardson billrichardson2007@gmail.com.

Assist shoppers

Provide information and restock the meat counter, count shopping basket contents, bag groceries (indoor work), and help clients load their cars (outdoor work), return carts, assist with the bread and free table. Volunteers needed on shopping days: Tues., Thurs., Sat. 7:45am-12:30pm; Fri. 8:45am-1pm; Thurs. 4:45-8pm (Sign Up Genius)

Donation Sorters

Some donated food comes in piecemeal, some on pallets. All of it must be sorted and staged. Canned and boxed goods need to be consolidated into bins or shelved. Perishable foods need to be placed in the cooler or freezer, and repackaging of bulk-delivered goods. Monday-Saturday (Sign Up Genius)

Unload Trucks and Store Goods

Use two-wheel hand trucks or battery-operated pallet jacks. This is an on-going, everyday activity. (Sign Up Genius)

Truck Drivers

We transport products from food banks and food vendors using 24-foot box trucks (no CDL license required). Volunteers needed Monday, Wednesday and Thursday 7am-12pm (Sign Up Genius)

Food Deliveries to the Home Bound

Every Wednesday between 10:30am and 6:30pm drivers arrive to pick up bags of food to be delivered to clients who are home bound and unable to come to the Food Pantry. We are currently delivering to 350 people, but there are 100 more on our waiting list. We can't take on any more home bound clients because we don't have enough drivers. We recommend each driver go out with a helper as they deliver to 5-7 people. This is a wonderful ministry for couples to do together and generally can be done in a couple of hours. Contact Mary Shanley loreann79@sbcglobal.net.

Facility Maintenance

We need able bodies for custodial jobs and outdoor work to maintain the Food Pantry facility and its grounds. (Sign Up Genius)

Office Work

The Food Pantry also serves as the offices for St. Vincent de Paul-Indianapolis. We need office workers who can do a variety of tasks: answering the phone, bookkeeping and accounting transactions, data entry support, record-keeping, filing, and general clerical duties. Contact Darlene Sweeney darlene.sweeney@svdpindy.org.

Changing Lives Forever

This is a program for individuals living in poverty who are ready to start a journey toward change, toward "getting ahead." Throughout the Program, the participants will develop an individual plan to change his/her life. Upon graduation they are offered the opportunity to have a trained Mentor to help them with their plan. We need facilitators for the program and mentors for the graduates. Want to make a difference in someone's life? Contact Domoni Rouse cf.domoni@gmail.com.



Society of St. Vincent de Paul

Special Works of the Indianapolis
Archdiocesan Council

Volunteer Brochure

Food Pantry
3001 E. 30th Street
Indianapolis, IN 46218

Distribution Center
1201 E. Maryland Street
Indianapolis, IN 46202

Please sign up through Sign Up Genius for the day(s) you would like to volunteer:

Go to our website: www.svdindy.org
Click on "I Want To Help." Click on "Donate Time."
Under the Food Pantry and Distribution Center you will find several links. Select the link for the time frame you are interested in. That will take you to Sign Up Genius and the rest is self-explanatory.

Interested in one of our other Special Works? Click on Volunteer, complete/submit the form and you will be contacted.

To schedule a group or for questions: Darlene Sweeney, Volunteer Coordinator, darlene.sweeney@svdpindy.org
317-924-5769 ext. 238

Distribution Center Volunteer Opportunities

The Society of St. Vincent de Paul operates its **Distribution Center** from a warehouse located at 1201 E. Maryland St. Appliances, furniture, bedding, household items, and clothing are collected in this facility. Donations are either distributed to the needy in the Archdiocese free of charge or sold in our **Mission 27 Resale Store** (132 Leota Street). Revenue generated from **Mission 27** is used to provide more nutritional food at the **Food Pantry** and to support our **Changing Lives Forever Program**. Volunteers donate their time and talents—some an hour or two a week, others almost full-time. If you have an interest in working at the **Distribution Center**, volunteers are needed for several different kinds of jobs.

Referral Desk

Assist clients following a home visit with fulfilling items on their Referral Form at Mission 27 Resale Store. Basic computer skills and the ability to patiently explain the process to our clients helpful++. One 3-hour shift a week Tuesday-Saturday. Contact Kathy Williams tomandgogi@att.net.

Donation Processing

All donated clothing, linens, housewares and knick-knacks must be processed. Sort, hang and price clothing; sort linens, housewares and knick-knacks. All donations are either: 1) given away to clients, 2) sold in Mission 27 Resale Store, or 3) assembled into bales and shipped to third-world countries. Monday-Saturday (Sign Up Genius)

Truck Drivers/Helpers

24-foot box trucks go out every Saturday with a driver and a helper to pick up donated items in the community. Trucks are equipped with an electronic tailgate, 2-wheeled handcart and GPS to navigate to 10-12 pre-arranged stops. Alert driving skills, comfort with this size truck and clean driving record (CDL not required). If you'd rather not drive, ride shotgun and help load the donations. Saturdays 8am-1-2pm. (Sign Up Genius)

Unload Donation Trucks

Donation trucks return to the loading dock around 12pm on Saturdays. Contents need to be unloaded and placed in the warehouse. Saturdays 9am-noon and noon-3pm or whenever last truck is unloaded (Sign Up Genius)

Facility Maintenance

We need able bodies for custodial jobs and outdoor work to maintain the Distribution Center facility and its grounds. (Sign Up Genius)

Appliance/Furniture Repair

All donated electrical appliances must be checked out and repaired, if necessary, before they can be given out/sold. Wood furniture items often need basic repairs. Monday-Friday mornings 9am-12pm. Contact Darlene Sweeney darlene.sweeney@svdpindy.org.

General Warehouse Work

Receive donated goods at receiving dock, fill dock orders for appliances, furniture and bedding and load into customer's vehicles. Monday-Saturday. Contact Darlene Sweeney Darlene.sweeney@svdpindy.org.

Homeless Ministries

- Assist the homeless with clothing, bedding, bicycles, reading glasses and job and housing referrals. Wednesdays and Saturdays 9am-noon. Contact Linda Clodfelter lindac1117@gmail.com.
- Beggars for the Poor. Assist with loading a truck with a hot meal and weather-appropriate clothing going to Roberts Park Methodist Church for distribution to the homeless. Saturday mornings. Contact Ken Schutt ken.schutt@svdpindy.org.

Help Line (English and Spanish)

Help clients looking for food, household goods and financial assistance by answering the SVdP Help Line or webpage request. Work from home in 2 or 4-hour shifts as many times a month as you are available. For English contact: Carole Duke carolesvdpindy@gmail.com. For Spanish contact: Maria Elana Gonzalez marialena1940@aol.com

Home Visitor

Following a call to the Help Line, a two-person team from the local SVdP Conference is assembled, a team member contacts the caller and arranges a mutually convenient time for a home visit. During the home visit, the caller identifies his/her needs to the home visitor and, together, they complete a needs assessment (Referral Form). Need English and Spanish speaking volunteers. For more information call your local Catholic Parish and ask the Parish Secretary for the name and contact information for the President of the St. Vincent de Paul Conference.

Parish Conference Members

The Conference is the basic unit of the Society of St. Vincent de Paul, and this is where the strength of the Society lies. The mission of the Conference is the mission of the Society: to join together in a bond of friendship, and to grow spiritually by offering person-to-person service to those who are needy and suffering. The Conferences operate within the Catholic parishes and provide its members with opportunities to minister to those in need on a person-to-person basis through home visits, and to serve in its special projects. The Conferences have a goal of creating "Neighborhoods of Hope" by caring for those people in our immediate areas of the community. The Society's motto is "No work of charity is foreign to the Society." For more information call your local Catholic Parish and ask the Parish Secretary for the name and contact information for the President of the St. Vincent de Paul Conference.

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All volunteers at the Distribution Center, Food Pantry and Mission 27 Resale Store are asked to dress comfortably and in layers appropriate for the season. Note that open-toe shoes are not permitted at any of our facilities for safety reasons.

St. Vincent de Paul is a 97% volunteer-run not-for-profit organization. We couldn't do what we do without your help. Thank you for ... Helping Us Help Others.

Updated 2/1/19