



# Volunteer at Program Services

HOURS	What are Program Services?
<p><b><u>Volunteers needed:</u></b></p> <ul style="list-style-type: none"> <li>- Weekly from 10am-2pm Mon-Fri</li> <li>- <b>Receptionist</b> hours vary between 8am and 5pm</li> <li>- <b>Marketplace Thrift Store</b> Mon 10-2 / Tue-Sat 10-6</li> </ul>	<p>Clients can obtain food and clothing assistance, referral assistance and Employment Services from MUST Program Services. Each location includes areas where these resources can be accessed by clients, all staffed by volunteers.</p>
	Program Services Locations
	<p><b>Cherokee Program Services:</b> 111 Brown Industrial Pkwy, Canton, GA 770-479-5397</p> <p><b>Marietta Program Services:</b> 1407 Cobb Pkwy NW, Marietta, GA 770-427-9862</p> <p><b>Smyrna Program Services:</b> 460 Pat Mell Rd, Smyrna, GA 770-436-9514</p>

## MUST Volunteer Positions at Program Services (positions vary by location)

<i>Employment Services</i>	<i>Food Pantry</i>	<i>Telephone Receptionist</i>	
<p><b><u>Employment Services Facilitator</u></b></p> <p>Provides an atmosphere in which clients can improve their employability skills. Volunteer conducts instructor-led courses for small to medium sized groups of clients to</p> <p>a) identify skills b) communicate skills to prospective employers c) develop an effective resume and cover letter, and d) prepare for a skillful interview.</p> <p><b><u>Employment Counselor Computer Lab</u></b></p> <p>Meets with clients individually to prepare effective resumes, coach them on interviewing skills, assist them with job search and application processes, and help them navigate the world of computers .</p>	<p>Volunteer greets clients, and distributes non-perishable food items based on MUST guidelines. Volunteer also organizes the pantry, repackages staples into appropriate quantities and does other tasks as needed.</p>	<p>Volunteer answers the main MUST phone, answering questions, directing calls and providing referrals.</p> <p>Hours for this position vary by location.</p>	
	<i>MUST Marketplace</i>	<p>Volunteer assists clients in selecting clothing and documents clothing to match MUST guidelines. Volunteers also sort, hang and re-stock clothing and performs other tasks as needed. Work with customers shopping in the thrift store.</p>	<i>Client Intake Interviewer</i>
	<i>Client Intake Greeter</i>	<p>Volunteer greets clients coming to MUST for services, assesses the client's needs and directs them for the appropriate services.</p>	<p>Volunteer engages in one on one interviewing of clients regarding their needs for food, clothes, financial assistance, and referrals. This position requires computer use and additional training.</p>
	<i>Breads and Sweets</i>	<p>Volunteer greets clients and disburses breads and sweets to the family, or volunteer driver picks up items from a local donor.</p>	<i>Other Positions</i>
	<i>Donation Ambassador or Sorter</i>	<p>(Smyrna/Cherokee) Greet donors and accept and organize donations. Sorters help sort/stock the donation area.</p>	<ul style="list-style-type: none"> <li>• Clerical/Administration</li> <li>• Data Entry</li> <li>• Interpreter (Spanish/English)</li> </ul>

### To Get Started:

**Fill out an application online** (<http://www.mustministries.org/pages/1.-i-am-here-to/give-help/sign-up>), then **e-mail the Volunteer Coordinator** at the Site you have selected (contact information is on the application).