



SOCIAL JUSTICE CENTER

Willy Street Pantry Volunteer Position Description

Organization mission

Located at 1202 Williamson Street on the East side of Madison, the Social Justice Center (SJC) strives to be a vibrant hub of social justice activity, collaboration, and outreach. It currently houses 14 local organizations that are critical to the community, including the Tenant Resource Center and the Madison Worker Cooperatives; serves as an incubator for start-up non-profit organizations; and is home to the Willy Street Pantry and the Jackie Macaulay Art Gallery, which showcases social-justice-themed art.

Position overview

Pantry volunteers are needed to clean out, stock, and organize an outdoor pantry, at the corner of Williamson Street and Few Street, with nonperishable items in inventory. They are also needed to facilitate disbursements of perishable and essential items from the indoor pantry, located in the basement of SJC. Volunteers will help to grow the inventory by obtaining in-kind or monetary donations. Providing one's own transportation to retrieve pantry items from the community is desirable though not required. When possible, volunteers will also respond to specific pantry requests and staff the pantry open hours (walk-ins).

Tasks

- Clean out, stock, and organize the outdoor pantry
- Clean out, stock, and organize the indoor pantry
- Assist community members secure food and essential items from the indoor pantry
- Assist in obtaining in-kind and monetary donations to the pantries
- Pick up donations from other community resources, such as the Diaper Bank, partner food pantries, and donation sites
- Assist in responding to specific pantry requests from the community
- Monitor the Supply Request form for new entries
- Keep track of items with low inventory and assist in replacement

Skills and attributes

- Has good oral and written communication skills
- Has good organizational skills
- Can navigate Madison in order to retrieve donated food and items
- Is able to lift light to moderately heavy items
- Is self-motivated to work productively without intense supervision
- Is punctual and reliable

- Is willing to learn and retain new information, including how to use SJC-specific calendar and communications software if necessary, to be of best service to Pantry users and donors

Setting

The indoor pantry, with most of the inventory of food and essential items, is on the lower level of the SJC. The outdoor pantry is at the corner of Williamson Street and Few Street. There are wagons and dollies available to assist in moving food and other items to the desired locations.

Schedule

The scheduling process is currently informal but will solidify in a way that depends on the number of volunteers, their availability, and their ability and willingness to transport donated items. While there is no minimum amount of time required, there is the presumption that volunteers will sign up for specific tasks as far in advance as possible, show up on time to complete those tasks, and cancel if necessary in a timely way to enhance the potential for finding replacements.

Training and supervision

All pantry volunteers will be provided with written and on-line informational materials regarding the SJC and its member organizations, building layout and operations, and SJC-specific software. Each new pantry volunteer will shadow and assist an experienced volunteer until the apprentice knows the locations of needed supplies and can perform all necessary tasks on his or her own. Periodic training sessions, on topics such as donation acquisition and disbursement, will be offered by SJC staff or experienced volunteers.

Screening

If a potential volunteer has been referred to the SJC by another organization, such as the University or RSVP of Dane County, or is fulfilling a community-service requirement, he or she must be clear about the referral before volunteering. The SJC in this case requires the following information:

- Name of referring organization or program and contact information
- Any relevant informational materials from the organization or program
- A clear understanding of what the organization or program needs from the SJC, such as, for example, documentation of volunteer hours