



FRONT DESK

- Welcome guests and assist individuals with resource pantry needs
- Accept, inventory and put away donations
- Ensure Blessing Box is full
- Light administrative duties (making copies & data entry)
- Great for retirees, college students, or anyone willing to help

IT ALL ADDS UP

- Contact individuals and businesses regarding adopting a donation can
- Distribute cans and collect their contact information
- KIC-IT will follow up with them 30 days after they receive their can

CLEANING OFFICE

- Sweeping, moping, vaccuming floors
- Cleaning bathroom
- Cleaning doors/windows
- Cleaning out refrigerator/dishes

RESOURCE PANTRY ORGANIZATION

- Assist with cleaning, organizing and restocking the resource pantry and/or storage unit
- Clean and organize resources in the pantry, storage closet and storage unit
- Restock resources (i.e. hygiene, diapers, wipes, ect) when the pantry is low
- Rotate stock (i.e. food) in the pantry
- Identify and report items in the pantry we are low on
- Identify close to expiring food
- Prepare pre-made ready to go food bags and stock in pantry
- Wash blankets and sleeping bags (at home or at KIC-IT office)

COMMITTEES (SEE BACK SIDE FOR MORE INFO)

- Sit on one or more committees
- Meetings are once a month or as needed
- Must have an attendance rate of 75% in order to remain on committee

AWARENESS COMMITTEE

- Assist in preparing awareness material (i.e. brochures, cards, volunteer info)
- Assist in distributing material to specified locations (agencies, churches, schools, etc.)
- Contact agencies, schools, churches to see if they need more awareness materials

BUDGET & FINANCE COMMITTEE

- Financial Background Required (i.e. banking, accounting)

DONOR RELATIONS COMMITTEE

- Assist with soliciting monetary support for KIC-IT's program and services
- Contact existing sponsors/donors to solicit monetary donations for programs
- Assist in recruiting new donors & sponsorships
- Print, stuff & mail information packets to potential donors/sponsors

FUNDRAISING COMMITTEE

- Develops new fundraising ideas
- Organizes and plans all fundraising events
- Recruit volunteers to work events

GRANT RESEARCH & WRITING COMMITTEE

- Research available grants and report information to Executive Director
- Maintain the list of available grants & their due dates
- Work with the Executive Director on writing and submitting grants

HOUSING & LANDLORDS COMMITTEE

- Build relationships with current landlords
- Research local landlords and discuss available housing options
- Update Housing resource guide as needed

SPECIAL PROJECTS COMMITTEE

- Computer skills needed (i.e. familiarity with Microsoft products, Google Drive)
- Ex: Updating Housing Resource Guide, Mental Health Guide, etc
- Research and creation of community presentations, surveys & resources guides

VOLUNTEER RECRUITMENT COMMITTEE

- Contact organizations, businesses, churches, etc
- Discuss with them our volunteer opportunities to recruit new volunteers
- Attend volunteer fairs
- Assist with recruiting volunteers for fundraising events