



# Community Service Information

## Volunteer Placement

- ❖ The need for community service volunteers varies by program and season, and we will do our very best to match your interests and availability with the current needs of the organization.
- ❖ The program manager or volunteer coordinator schedules all volunteer shifts. We cannot accommodate drop-ins, so please call in advance if you would like to volunteer outside of your normal schedule.
- ❖ All shifts are 2 hours in length, with one shift available per week.
- ❖ Volunteers must sign in and out on the appropriate log every time they volunteer. If you're doing community service, you'll also have to fill out your own community-service log and have a staff member sign off on each shift.

## Dress Code

- ❖ Each community service volunteer will be issued an Open Door/Cape Ann Food Pantry t-shirt upon volunteer placement. Please wear your t-shirt for each shift.
- ❖ Tank tops and sleeveless shirts are prohibited.
- ❖ Hair must be tied back.
- ❖ Closed-toe shoes must be worn for food service. Sneakers are recommended for all programs.
- ❖ Pants, jeans or shorts may be worn. Shorts must reach knees.
- ❖ Open Door aprons will be provided to volunteers serving the evening meal.

## General Guidelines

- ❖ If unable to work your shift, please contact the program manager or the volunteer coordinator. If a Second Glance volunteer, please contact the store directly at 978-283-4298.
- ❖ Please be on time for your scheduled shift so other volunteers may leave when their shift ends.
- ❖ Cell phone use while working is discouraged. If you need to take an important call, please excuse yourself from your position and find someone to cover until you return.

## Contact Information

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