

Downtown Community Ministry
Volunteer Job Descriptions (March 2008)

Position/Job Tasks	Location	Requirements	Hours
Bread Collector Collecting bread from Pandoro Bakery on Allen St and returning to the DCM freezers	Pandoro Bakery	<i>1 or 2 people</i> Drivers licence and some moderate lifting	Wednesday, Friday 4:55pm for ½ hr
Bookfair Driver Picking up books from around the city and delivering them to the DCM storage warehouse	Mobile	<i>1 driver and 1 assistant</i> Lots of moderate to heavy lifting, drivers licence, ability to read a map and polite and social manner with members of the public	Two or three days a week (During May to August)
Bookfair sorting Working with other volunteers to sort and price books into categories.	Shelly Bay	<i>20 people each day</i> Transport to get to Shelly Bay, literate, ability to work with a team, sometimes moderate lifting	Saturday 4 hrs, Tuesday 4 hrs, (or both) (During May till August)
Bookfair Weekend Unpacking boxes of books, setting out tables and furnishing signage.	TSB Arena	<i>100 people for the weekend</i> some moderate to heavy lifting, ability to work with a team and to follow instructions	First weekend in September
Food Appeal Collector Standing at the entranceway of supermarkets and collecting donated food other collectors pickup food from supermarkets and deliver to DCM where other volunteers sort the food	Wellington Supermarkets	<i>50 people for each appeal</i> Friendly and polite manner	One Saturday in June, One Saturday in November
Cleaner Washing out bins, wiping walls and mopping floors	DCM	<i>1 person</i>	3 hours a week
Food Bank Packer Making up food parcels, restocking shelves and packing mini bags of sugar, tea bags etc	DCM Food Bank	<i>1 or 2 people</i>	8 hours a week