



## OFFICE INTAKE VOLUNTEER

We Care can help so many families because of our talented and committed office volunteers. October – April marks our busiest time, starting with our Holiday season and continuing into our Heat Assistance season. We are looking for individuals who are committed to assisting families during this time. Never fear: we offer orientation and training, and there is always a We Care staff person on hand to help!

### We are looking for individuals:

- Who can commit to one morning a week for a period of three to six months.
- Who share We Care's core values of welcome and compassion – and are committed to loving and serving our neighbors in need.
- Who are comfortable greeting and meeting with guests, answering phones, accessing and updating computer-based files, and assisting with office systems.
- Who have strong verbal and written skills, a knack for details, and a commitment to creating a strong professional environment dedicated to excellence.

### Responsibilities include:

- Serve as the face of We Care I.N.C. by greeting guests, offering coffee, and treating visitors as cherished members of God's family.
- Answer phones, check voicemail messages, and return calls promptly.
- Meet with clients, help assess their needs and identify potential sources of assistance through our church ministries, special programs or area agencies.
- Create and/or review current client files in CharityTracker, our web-based client software package. Complete accurate data entry for each client.

For more information and to download an application, visit our website. Questions? Contact Lynn Dick at 269-637-4342 or [lynn@wecare-inc.org](mailto:lynn@wecare-inc.org).

## HOLIDAY VOLUNTEERS

We Care is committed to provide Meal Baskets to all families who ask for holiday assistance. Last year we were able to provide over 400 families meal baskets for their holiday meal. Individuals and or groups are needed to provide a complete holiday meal for a family. If you are interested in volunteering to provide a Meal Basket, please call or email Lynn at 269-637-4342 or [lynn@wecare-inc.org](mailto:lynn@wecare-inc.org). We will provide you with a list of ideas as well as let you know what your responsibilities are.