Volunteer Opportunities

To sign up to volunteer as an individual, please visit our web site at www.threesquare.org
To schedule a group to volunteer, please email or fax our online group application to volunteers@threesquare.org or fax: 702-365-6574.

Our Volunteer Department is available to assist you at 702-644-3663 x368

1. Kids Cafe and Summer Food Service Program

   Position Responsibilities: Volunteers will help pack food items into boxes in our community kitchen. These boxed meals are distributed to children in the after school program. We provide hair nets and gloves. Hair net not necessary if hair is tucked in baseball cap. Minimum age: 10 yrs old with adult
   Schedule: Monday - Friday, 9am – 12pm or 1pm-4pm Available Spots: 50 volunteers per shift North Campus

2. Chef’s Assistant

   Position Responsibilities: Food Handler’s Card Required. Volunteers will assist chefs with prepping food for our boxed meals programs and special events. Great opportunity for interns. Chef’s uniform encouraged. Minimum age: 16 yrs old North Campus
   Schedule: Monday - Friday, 8am – 5 pm (you set your own hours on our volunteer calendar)

3. Volunteer Room

   Position Responsibilities: Volunteers will serve in many capacities: sorting unopened donated product, verifying expiration dates, repacking product and separating product by type, restocking grocery shelves, assembling pantry boxes. Minimum age: 10 yrs old w/adult
   Schedule: Mon-Fri daily 8:30am-12pm &/or 1pm-4pm, Mon-Thur 5pm-7pm, Sat 9am-12pm
   Available Spots: Up to 40 volunteers/shift North Campus
4. Three Square Center – Call Center

**Position Responsibilities:** Volunteers will provide immediate over the phone assistance to applicants through our SNAP (Supplemental Nutritional Assistance Program). Paper applications are completed over the phone based on the information provided from the applicant. Volunteers will also provide referrals for resources made available to those in need of additional assistance. Data entry opportunities also available. **South Campus**  
**Schedule:** We have two hour shifts available Monday through Friday, 9am-5pm (Friday only morning shifts). Every hour you donate will help bring hope to individuals in our community. Shifts are posted on our online calendar.  

**Openings Available:** 5 volunteers per shift. **Minimum age:** 18 yrs old


**Position Responsibilities:** Volunteers will pack kid-friendly foods into bags that will be delivered to the kids at the end of the school day on Fridays. There are several activities occurring during the BackPack session which include stuffing bags with food, replenishing stock, tying the bags and placing them into the school bins. **Minimum age:** 10 yrs old w/adult **South Campus**  
**Schedule:** Tuesdays 5:30pm-7:30pm & Thursdays 9:30am-11:30am during the school year  

**Openings Available:** 40 volunteers per shift (begins September through May excluding school breaks and holidays)

6. Front Desk Greeter

**Position Responsibilities:** Volunteers will greet evening and Saturday volunteers and direct volunteers to designated area. Please bring a book and a smile. **Minimum age:** 16 yrs old **North & South Campus**  
**Schedule:** Monday-Thursday, 5:00pm-7:00pm & Saturdays 8:45am-12:45  

**Available Spots:** One volunteer per shift

7. Scanning Product

**Position Responsibilities:** Volunteers will scan incoming product for donation. Scanners located in our Volunteer Room. **Minimum age:** 16 yrs old **North Campus**  
**Schedule:** One week per month, please check online volunteer calendar for designated week  
**Hours:** 8am-10am, 10am-12pm and 1pm-4pm  

**Available Spots:** Six volunteers per shift
8. **Banquet Assistants**

**Position Responsibilities:** Customer service oriented volunteers to assist our banquet staff with setting up food stations, tableware, removing plates, replenishing beverages, etc. Dress code: Black shoes/black pants and white shirt. **North Campus**

---

**Banquet Facilities**

At Three Square we also offer our beautiful facilities for rent. The proceeds help to benefit those less fortunate throughout Southern Nevada. If you would like to order a meal following your tour or volunteer activity, please visit our web site for menu options.

Need a venue to schedule your next meeting, gathering or party? Please contact [catering@threesquare.org](mailto:catering@threesquare.org) for additional information.

---

* * *

**Orientations are optional and also provided throughout the month. Please check our website in the Volunteer Section for dates and times. No reservation is necessary.**

[www.threesquare.org/volunteer](http://www.threesquare.org/volunteer)