



## Volunteer Opportunities

To sign up to volunteer as an individual, please visit our web site at [www.threesquare.org](http://www.threesquare.org)  
To schedule a group (5+) to volunteer, please email or fax our online group application found on our website to [volunteers@threesquare.org](mailto: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 boxed meals 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/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 – 12pm

### 3. Volunteer Room

**Position Responsibilities:** In this area, volunteers help in many different capacities: sorting and packing fresh produce for food insecure families and seniors as well as any other needs we might have.  
**Minimum age:** 10 yrs old w/adult  
**Schedule:** Mon-Fri daily 9:30am-11:30am and 1:30pm-3:30pm, Mon-Thur 5pm-7pm, Sat 9:30am-11:30am. **Available Spots:** Up to 40 volunteers per 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

### **5. "BackPack for Kids"**

**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 **North Campus**

**Schedule:** Tuesdays 5:30pm-7:30pm & Thursdays 9:30am-11:30am during the school year

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

### **7. Scanning Product**

**Position Responsibilities:** Volunteers will scan incoming donated product. 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:** 4 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**