

# Ruth Harbor Volunteer Description:

## PANTRY ORGANIZER

**Mission** - Through grace, Ruth Harbor provides a Christ-centered home, programs and comprehensive services resulting in positive life change for young women who have experienced unplanned pregnancies, and their babies.

**About** - More than a shelter or home, Ruth Harbor is also a program which includes life-coaching, medical care access, counseling, spiritual guidance, education support, employment or volunteering encouragement, and parenting training and/or adoption assistance at no charge. We are a team and fully support each other so that together we can accomplish more. If you are passionate about helping others and have a heart for reaching out, Ruth Harbor may be a good fit for you. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact.

### **Tasks**

- Review existing food bank and donated food items, arranging those with shortest freshness dates to the front and longest freshness dates to the back of storage shelves; pull any expired food items and set aside in box(es)
- Label newly received food bank items and food donations with Best If Used By and/or Expiration dates
- Restock food storage shelves with newly received (and labeled) food bank items, putting newest/freshest items to the back
- Assist the House Parents with tidying and straightening the food storage room, making sure all food items are stored on shelves above the floor and are in good condition
- Break down empty boxes and carry flattened cardboard outside to the recycling bin

**When** – Once each quarter (approx. every three to four months) for a few hours between 9AM to 4PM on either a Monday or Friday

**Where** – Ruth Harbor Office, 534 42<sup>nd</sup> Street, Des Moines, Iowa 50312

**Additional Information** - Volunteers must read through, agree with, and sign the Ruth Harbor Statement of Faith. Volunteers are not compensated for their time or gifts, however if appropriate, gift-in-kind receipts for donated goods or services may be given. Volunteers may be required to have a background check to protect client safety before being able to volunteer at Ruth Harbor.

### **How to Apply**

- Provide contact information for two character references including one from your local Pastor
- Complete the Volunteer Application (download a copy from [RuthHarbor.org](http://RuthHarbor.org) or call the office to request a copy be sent to you)
- Sign the Ruth Harbor Statement of Faith (download a copy from [RuthHarbor.org](http://RuthHarbor.org) or call the office to request a copy be sent to you)
- Submit all materials listed above via one of the methods listed below:
  - Mail or Physical Drop-off: Ruth Harbor, 534 42<sup>nd</sup> Street, Des Moines, IA 50312
  - Email: [Volunteer@RuthHarbor.org](mailto:Volunteer@RuthHarbor.org)
  - Fax: 515-633-2157