

Volunteer Guide

General Information



60 Vestiaire Street
Shediac, NB E4P 2W5
(506) 532-1147

n6vest@nb.aibn.com

www.vestiairestjoseph.com

Vestiaire St-Joseph Inc.

Our Organisation

The Vestiaire St-Joseph Inc. is operated by a board of directors, eight employees, and over 60 volunteers. It is a non-profit registered charity that consists of a food bank, a store, and a donation chute.

Here is the Vestiaire St-Joseph Inc.'s organizational chart; it is comparable to any other charitable organisation.

The Board of Directors	
1	President
1	Vice-President
1	Secretary
1	Treasurer
8	Directors

Employee and Volunteer Teams	
Food Bank	Store
3 employees 40 volunteers	5 employees 20 volunteers

Our Mission

Providing underprivileged people in the region with food, clothing, household items, small furniture, cleaning supplies, and toys.

Offering physical and moral support to clients and referring them to government services and/or agencies if necessary, such as the Department of Social Development, the Beauséjour Family Crisis Resource Center, Public Health Nurses, and Mental Health Services.

Areas served

Saint Antoine
Notre-Dame
Irishtown
Cocagne
Grande-Digue
Shediac Bridge

Shediac Cape
Shediac River
St-Philippe
MacDougall Settlement
Shediac Road
Scoudouc

Shediac
Pointe-du-Chêne
Grand-Barachois
Haute-Aboujagane
Cap-Pelé
Shemogue

Food Bank Services

The food bank at the Vestiaire St-Joseph provides food to families in need in 18 regions of Southeast and Kent, New Brunswick. Clients must sign up to the New Brunswick Association of Food Banks (NBAFB) program once a month in order to receive food from any food bank across the province. Clients can only access the food bank once a month.

To support the growing needs of the food bank, the Vestiaire St-Joseph and its community partners organise many fundraisers during the year, such as food drives, golf tournaments, and BBQs.

Food Bank Business Hours

Monday to Friday: 9 a.m. - 11:30 a.m.
1 p.m. - 3:30 p.m.

The Store - Clothing Depot Services

The Store also called “the Clothing Depot” or “the Vestiaire” is a second-hand shop situated to the right of the food bank and it is open to the public. Donated clothing, toys, electronics, furniture, and more are sold here, and families in need are provided with clothing. We are also equipped with a donation chute, open at all times, to accept clothes, non-perishable foods, and other donated goods. Employees and volunteers then sort items dropped in the donation chute. All food is brought directly to the food bank, and all other usable items are brought to the store to be sold at a reasonable price. All proceeds from the clothing depot go towards the food bank.

Store Business Hours

Monday to Thursday: 9 a.m. - 4 p.m.
Friday: 9:30 a.m. - 4 p.m.

Volunteer Positions

➤ **Sorting Clerk and Customer Service**

Commitment: 9 a.m. to 4 p.m. - Monday to Friday

Description:

- Work at the cash
- Sort clothing, books, magazines and other items by category
- Hang clothing on hangers and put them in their proper place in the store
- Pick up and put away discarded items
- Sort through unsold clothing to be shipped elsewhere
- Clean and tidy store
- Ensure that electronic devices properly function before putting them in the store

Skills required:

- Be able to stand for long periods of time
- Pay attention to detail
- Like working with the public
- Be able to lift heavy items
- Sensitivity towards low-income assistance clients
- Be discrete

➤ **Food Sorter and Packer**

Commitment: 9 a.m. to 4 p.m.

Description:

- Sort and place food on shelves in proper place
- Check expiry and best before dates on food
- Check perishable items
- Divide large quantities of food into smaller portions
- Help keep the food bank clean

Skills required:

- Be able to stand for long periods of time
- Follow the food management guide
- Be able to lift items weighing up to 4.5 kg (10 pounds)
- Be discrete

➤ **Truck Driver**

Commitment: 9 a.m. to 4 p.m.

Description:

- Pick up food at the Food Depot Alimentaire in Moncton
- Pick up food orders from different grocery stores in the region
- Bring cardboard to the local recycling centre
- Put away food in the refrigerator
- Occasionally bring garbage to the dump
- Keep the truck clean
- Bring identified boxes to the Salvation Army in Moncton

Skills:

- Be able to lift items weighing up to 40 pounds
- Have a valid driver's license
- Be discrete
- Must have a good driving record and be insured with the vehicle's insurance company

Experience and Skills Required

The majority of volunteer posts do not require specific training or previous experience. However, the volunteer must:

- Be mature and independent in order to accomplish their tasks, some of which have no supervision.
- Be ready to work harmoniously with the staff and other volunteers while following the rules.
- Be emotionally stable and be able to communicate well with clients to help them.
- Be able to offer support.

Commitment

Those seeking to volunteer at the Vestiaire St-Joseph Inc. must be ready to make a commitment and respect certain norms and requirements. Volunteers must:

- Be available for a 2-4 hour regular fixed period per week. (Volunteers are scheduled to meet the needs of the Vestiaire St-Joseph Inc. and are assigned a specific schedule.)
- Commit to a four-month or a 40-hour period to justify the volunteer training and to develop a feeling of belonging.
- Be ready to receive an orientation session and proper training.
- Respect the confidentiality of the Vestiaire St-Joseph Inc. (Sign a confidentiality form.)
- Be bilingual, in certain volunteer positions.

The Decision Is Yours!

In light of these facts, the decision to proceed and apply to become a volunteer is your choice! If you have any doubts at all or are still questioning if this is the best fit for you, feel free to contact us to discuss your decision further. Those who desire to commit to volunteering at the Vestiaire St-Joseph must fill in the application form at the end of this document. You must provide the phone number and email address (if possible) of two references that know you well and with whom you are not related. A short description of the different volunteer positions is available on page 5 of this document. This will guide you in your choice of volunteer work.

Your choice of volunteer work should be based on your personal interest to satisfy you.

Once completed, please hand in this form at the Vestiaire St-Joseph Inc., and ask that it be given to the president of the board of directors. The president, the food bank coordinator or the store liaison will phone you in order to get to know your interests, your skills, and your availability. If your application is successful, a date will be set for volunteer orientation and your first day of volunteering.

The Vestiaire St-Joseph Inc. thanks you for your interest in volunteering here.

The volunteer positions are created to meet the needs of the Vestiaire St-Joseph Inc. We will make every effort to assign a position to all applicants, but we cannot guarantee the retention of all applicants.

Questions? Do not hesitate to contact us:

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Volunteer Application Form

First Name: _____

Last Name: _____

Address: _____

Phone

Home: _____

Cell: _____

Work: _____

E-mail: _____

Which volunteer position interests you?

- Sorting Clerk and Customer Service
- Food Sorter and Packer
- Truck Driver

What is your availability?

- Immediately
- Starting on the _____
- Periods of Availability per week _____

Tells us about yourself (training experience, skills, and reasons motivating you to volunteer)

References (They must know you well and be of no relation to you)

Name: _____

Telephone: _____

E-mail: _____

Name: _____

Telephone: _____

E-mail: _____