

LAKESIDE COMMUNITY CENTER

Volunteer Handbook 2024

Introduction

Welcome to the Lakeside Community Center volunteer family! We are thrilled to have you join our dedicated team.

Our volunteers are the heart of everything we do. Each year, over 200 volunteers contribute more than 8,000 hours of service to our community programs.

This handbook will guide you through our policies, your role expectations, and how to make the most of your experience.

Orientation

All volunteers attend a one-time orientation session held the first Tuesday of each month at 6pm. Please bring a photo ID and completed registration form.

Questions? Contact us at:
volunteer@lakesidecc.org
(555) 867-4200 ext. 12

Volunteer Roles

Program Assistant

Help facilitate youth and adult programs. No experience needed. Commitment: 4 hrs/week.

Front Desk Greeter

Welcome visitors, answer phones, assist with check-in. Commitment: 2-3 hrs/week on a flexible schedule.

Food Pantry Helper

Sort donations, restock shelves, assist clients. Every Saturday 9am-12pm. Training provided.

Special Events Crew

Support setup, logistics, and guest experience at our community events and fundraisers.

Tutoring Mentor

Provide academic support to K-12 students. Background check required. 2 hrs/week minimum.