



Information & Referral Volunteer Requirements, Tasks and Time Commitment

Information & Referral Volunteers: Requirements/Tasks

- Must have own computer with internet access
- Responds to incoming cell phone calls on days of duty
- Notes requests for Neighbors InDeed services
- Provides referrals to local services and vendors
- Enters all call information into Neighbors InDeed's online database

Time Commitment

- Self-selected 2-day shift every 4-6 weeks
- Hours of operation are 9:00AM-6:00PM Monday through Saturday
- Flexibility during shift hours allows for down time