

# YEAR-ROUND



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THESE SITES HAVE THE MOST CONSISTENT SCHEDULING, WITH VOLUNTEER OPPORTUNITIES AVAILABLE YEAR-ROUND



**DONATION STATION**



**FOOD PANTRY**



**GRACEFUL BUYS**



**COMMUNITYGARDEN**

**DATA ENTRY**

**CLOTHING  
ROOM**





# DONATION STATION

Donation Station is our drive through drop-off site where all community donations are processed. Donations are sorted first to fill client needs, with the remainder going to stock our resale stores.

Volunteers help us by:

## Driveway/Warehouse:

- Unloading cars
- Sort products
- Taking garbage out
- Sweeping/mopping

## Production/Internet:

- Clean breakroom
- Sort and Hang Clothes
- Pair shoes
- Sort, Fold and Measure Linens
- Scan books for Amazon
- Sorts Games/Toys
- Sort Jewelry

**Donation Station | 1060 Texan Trail, Grapevine, TX**

*Tuesday-Saturday | 8:00am-5:00pm*





# FOOD PANTRY

The Pantry provides perishable and nonperishable food to individuals and families in need. More than a mere handout, the Pantry uses a voucher system for GRACE clients to shop and select the food items that meet the cultural and dietary needs of their households.

## Volunteers help us by:

- Accepting donations and writing receipts
- Sorting and pricing items
- Shelving items/donations
- Assisting clients with checkout\*

\*Requires a background check. For volunteers at least 18 years or older.

### ***Special Note:***

*Bilingual volunteers are a huge help at the Food Pantry!*

**GRACE Food Pantry | 837 E Walnut St, Grapevine, TX**

*Monday-Friday | 9:00am-5:00pm*



*Interested in becoming one of our dedicated resale volunteers? Check out our "department captains" listed under the opportunity for more info!*



# GRACEFUL BUYS

GRAPEVINE & EULESS

GRACEful Buys is one of two resale operations (Grapevine and Euless) that fund a large portion of the annual budget.

Volunteers help us by:

## Maintenance/Backlot

- Sweep/Mop Floors
- Put out deliveries
- Take out trash
- Throw away broken items, clear aisles
- Make sure like items are grouped together
- Yard Maintenance
  - Pick up trash, pull weeds, etc.

## Inside

- Dust fixtures and product
- Make sure clothing is on a hanger, has a ticket and is on the correct rack

*Monday-Saturday | 9:30am-5:00pm*

## GRACEful Buys Grapevine

418 East Northwest Hwy,  
Grapevine

## GRACEful Buys Euless

700 W. Euless Blvd,  
Euless





# COMMUNITY GARDEN

The GRACE Community Garden provides organically grown produce to those in need. The garden produces more than 1,500 pounds of produce each year. The organically grown produce from the garden is donated to the GRACE Food Pantry.

## Volunteers help us by:

- Prepping the garden
- Planting
- Weeding, pruning and watering

*This opportunity is very hands-on. Comfortable clothes you can move around in but wouldn't mind getting dirty are best!*

**Community Garden | 837 E Walnut St, Grapevine, TX**

*Schedule varies by year | Dates and times will be posted in advance*



# DATA ENTRY

The development department is responsible for the volunteer and donor database. Volunteers help us log this data.



# CLOTHING ROOM

GRACE Clothing Room sorts and packages donated clothing for clients. Clothing is provided throughout the year for both adults and children. Volunteers help sort, clean, and package clothing for clients.



*These opportunities are posted on an as-needed basis*



# IMPORTANT INFO

The background of the entire graphic is a photograph of a light-colored, single-story building with a brown roof. In the foreground, there is a paved parking lot with two cars: a dark green SUV on the left and a white sedan on the right. The sky is blue with some light clouds.

## AGE REQUIREMENTS

Individuals **12 and up** can submit an application with parents permission. Cannot volunteer at our sites alone— Must volunteer with a parent.

Individuals **16 and up** can volunteer at our sites on their own.

## WORKING WITH CLIENTS

To work with clients, you must be **18 years or older** and **submit a background check**. Depending on the position, additional applications and/or meetings may be required.

## DRESSCODE

As a GRACE Volunteer, you represent GRACE to both our clients and the community. While volunteering with GRACE/at a GRACE site:

- No clothing with inappropriate or offensive graphics, imagery, or wording
- No short shorts, mini-skirts, or shirts that show the midriff
- Closed toe shoes required at all warehouse sites + Food Pantry

## REMEMBER

GRACE Staff will be on site to support volunteers. If you have a question or concern while volunteering, immediately notify a staff member for assistance



# AN IMPORTANT NOTE ON **VOLUNTEER TYPES**

The Volunteer Type you select (and subsequent set up process) correlates to the opportunities available to you:

Selecting the

## **GENERAL VOLUNTEER TYPE**

Will give you access to all jobs that don't involve working with clients directly. These constitute the bulk of our "Year-Round" Volunteer opportunities



However, certain positions— like working **check out at the Pantry**— require a volunteer be at least 18 years of age and to submit a background check

You can do so by selecting (or updating to) the "Client" volunteer type\*

*\*The Client Volunteer Type is for volunteers 18 and older!*

*There are times where we really need volunteer assistance working with clients. A GRACE Staff member may pull volunteers— regardless of type— to help. However, this is not guaranteed and can only be done when staff members are on site/working alongside the volunteer.*



# WE WANT TO HEAR FROM YOU

If you have any ideas on an activity or service that you think would be beneficial and/or fun for our community, please share them with us! We will work with you to find the best fit.

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If you have any questions,  
please contact the GRACE Volunteer Coordinator at  
[Volunteer@GRACEgrapevine.org](mailto:Volunteer@GRACEgrapevine.org) | 817.305.4655



# THANK YOU



**SPECIAL  
EVENTS**



**CLIENTS**



**SEASONAL  
PROGRAMS**



**TRANSITIONAL  
HOUSING**