

Bixby Community Outreach Center (BCOC)

Volunteer Opportunities



Service Hours: Tuesday and Thursday 9:00 am – 4 pm

Volunteer Shifts: 9:00 am – 12:30 pm and 12:30 pm – 4:00 pm

Job Positions: Receptionist, Interviewer, Pantry, Driver, Special Events/Holiday.

Receptionist

Duties: Greet clients, answers phone, administers required BCOC paperwork.

Requires “tolerance and patience” and a friendly voice. Multi-tasking is necessary as is staying calm. Thorough knowledge of paperwork required.

Interviewer

Duties: Meets one on one with clients to discuss current/past situation that requires client to see assistance from BCOC.

Requires the ability to “question” clients without demoralizing them. Seeks viable information that will assist staff in making decisions regarding BCOC assistance.

Provides as much information about our services as possible and when necessary gives additional external resources.

Pantry

Duties: Fill the food order requests for clients.

Must be able to remain “unhurried” in busy times. Works from a food order sheet filling grocery bags with requested items – matched quantities with household numbers.

Driver

Duties: Pick up food/various items from food bank in North Tulsa & local businesses/individuals. Delivers items to other agencies. Flexible Shift

Ability to move, lift, and unload a variety of items. Must have own transportation ~ preferably a truck, van, or SUV.

Special Events/Holiday

Throughout the year, BCOC hosts additional programs both to benefit our clients and to benefit the agency. A variety of holiday assistance is available and agency fundraisers are held several times per year. Again, please call the office for detailed information.

If you would like the opportunity of volunteering at BCOC, please call 366-9226 during normal business hours.

Thank you for your interest.