

POSSIBLE AREAS OF VOLUNTEER SERVICE

Calls from Home Volunteer tasks: Contact members that have not been heard from to see if they are available to volunteer. Contact potential volunteers to see if they want to join, contact volunteers in general to update records.

*Qualifications: Organized, cheerful personality that can connect with an individual in a few minutes on phone without creating a prolonged phone call.

Community Ambassadors Volunteer Tasks: Attend community forums, open meetings, task forces, focus groups, planning and leadership events. Advocate for a wide variety of volunteer roles in support of upcoming projects, events and needs. Inform groups about HMHI and be prepared to speak knowledgeably about opportunities to Baby Boomers, older seniors and college students, educating them on how they may play a part in each projects future. Report back to HMHI contact person about each meeting and possible HMHI follow-up.

*Days/Hours needed: Volunteer's commitment will vary weekly depending on meetings taking place in the community.

*Qualifications: Public speaking, good listening skills, leadership and management skills and a willingness to take on new challenges and a desire to learn, ability to 'think outside the box'.

*Training: HMHI staff will provide 3 hours of training and orientation on HMHI structure, mission, volunteerism and its benefits to community and individuals and how HMHI is changing lives in this and future generations. Initial training will be augmented by regular information and support meetings with all Ambassadors; coordinated by the lead volunteer or Volunteer Coordinator for HMHI.

Social Media Volunteer Tasks: Help create and maintain all aspects of social media for agency, including but not limited to; website, Facebook, Twitter, etc.

*Qualifications: Has to be integrated in the Social Media culture. Has to know how to set up, create accounts and pages, search for latest technology to keep HMHI in the forefront of donors and volunteers.

Warehouse Warriors Volunteer Tasks: Accept, sort and distribute donations to proper areas of the pantry and mini mall. Ability to test electronics and small appliances and make minor repairs when possible. Ability to sort goods and stock shelves and hang clothing in proper areas by type, style or color. Move furniture, load/unload vehicles if necessary. Light cleaning of store area.

*Qualifications: Must be physically able to do lifting, moving furniture and appliances. Work with Fresh Start Pantry/Clothes Managers, Trash to Treasure, Green Team and Stocking and Pricing teams to forward to mission and vision of the Agency.

Fresh Start Pantry/Clothes Closet Managers Volunteer Tasks: Help us raise the dignity level for our participant families when shopping in the Fresh Start Center. We have moved away from a 'warehouse' to a boutique atmosphere. The store is divided into mini departments, we need you to manage one! Keep straight and organized, change displays by stock availability and season.

Rotate stock by season, report inventory shortages as necessary. If you ever dreamed of having your own shop, this is for you!

*Qualifications: Must be organized. Must have an 'eye' for what works and a creative nature. Light lifting, Warehouse Warriors can assist with heavier items.

Data Entry Help 2 departments with ongoing data entry projects. Keep email and other contact lists up to date. Keep mailing list up to date. Keep E-newsletter list accurate, send newsletters as necessary. Work directly with Volunteer Coordinator.

*Qualifications: Typing skills. Ability to work with software.

General Office Help in office areas of Agency. Answer phones, filing, greet participants, accept donations, greet donors. Stuff mailings, other paperwork as directed by departments. In the event there is no project for the day, will be asked to help in pantry/closet area.

*Qualifications: Have good phone manners, able to greet visitors with a smile. Be able to genuinely thank donors for their contributions. Make visitors feel at home. This is the first impression of the Agency.

Green Team HMHI has pledged to be a friend to the environment. Any donations that are broken or unusable are recycled. Join the team that prepares recycling items and distributes to local recycle centers.

*Qualifications: Must be able to tear apart items for proper recycling. Must be able to follow guidelines of recycling centers and prepare items accordingly. Must have a vehicle and be willing to drop off items at recycling centers.

Benefit Sale Stocking and Pricing Help prepare the Fresh Start Pantry/Clothes Closet for Benefit Sale held twice a year. Pricing and arranging of donations as well as volunteering on sale days to help with sales.

*Qualifications: Have a willing heart to help. This can be a sit down job if necessary. Even though the sale is only twice a year, we price year round so we are always prepared. Bring a friend and join us!

Events Staff Help plan and staff for events. Sit in on planning meetings as necessary. Work events, coordinating efforts with other staff and volunteers. Duties would vary by event.

*Qualifications: Must be organized, able to take directions and execute. Must be able to work in a team environment. Event duties may include greeting, serving, set up or clean up. This is a first impression position. A ready smile and pleasant personality is a must.

Mentors Matter Be a mentor for participants. Help mentor in areas of personal growth, cooking, sewing, finance, job coaching, life coaching, resume building, interview practice, dressing for successful interviews, etc. What is your gift? Come share with us and let's see where you can help our families!

*Qualifications: A heart to serve. Must have a non-judgmental attitude. Must adhere to strict privacy policy. Work closely with Program Director and Service Coordinators to help each parent reach their goals and potential.

Adopt-a-Property This program is for family groups, church groups or businesses. Pledge to care for a property for a year. Lawn care, shrub trimming, leaf raking, paint or stain porch floors and rails and other outdoor work that might need to be done. Adopt-a-property works on your schedule in the evening and weekends. It is our goal to always be a good neighbor in the communities where our families live. Maintaining each property is vital and hard to manage with only 2 full time maintenance men. Your help in this area is greatly appreciated.

*Qualifications: Must be able to work independently and without direct supervision. Must have your own equipment, must be able to consistently do necessary work throughout the summer months. Communication of any work needing to be done would be through email with office.

Helping Hands Use your sewing and needlework talents to make blankets, scarves and hats for our families.

*Qualifications: Be willing to donate your projects once completed.