

Community Homeless Outreach Center Volunteer Opportunities

Volunteer Coordinator

- Works in coordination with CHOC director and steering committee
- Makes contact with potential volunteers and volunteer organizations
- Follows up on referrals for volunteers
- In coordination with director or designate, does initial intake and training of new volunteers
- In coordination with director or designate, maintains master schedule of weekly volunteers
- Maintains master file of volunteers

Volunteer Positions

NOTE: While the center remains open until 4:00 PM, the primary need for volunteers is in the morning hours when activity is greatest

Intake

- Greet guests when they enter & maintain the daily log
- Explain CHOC to new guests and determine if they are homeless
- Review policies and procedures with new guests
- Introduce new guests to director
- If skilled, enter attendance data into computer spreadsheet
- Primary time period: 9:30 AM – 1:30 PM

Floater

- Greet guests and interact with them as needed
- Assist director with tasks such as making phone calls and providing directions to social service agencies
- Watch CHOC facility while director is off site for brief periods of time such as meetings on site and eating lunch
- Primary time period: 9:30 AM – 1:30 PM

Setup

- Set up tables and chairs
- Distribute newspapers and games onto tables
- Make coffee, place water and snacks on table
- Arrange community information table and update daily calendar
- Time period: 8:30 – 10:00 AM daily

Take down

- Take down tables and chairs
- Store CHOC equipment in storage room
- Set up chairs for WSRM chapel service
- Time period: 3:30 – 4:30 PM daily

Shower escort

- Escort the female and male population to the shower facility and provide
- Oversight to the showers and service of laundry
- Time period: 10:00 AM – 12:00 for female population
- Time period: 1:00 PM - 3:00 PM for the male population

Set up and takedown are very short activities. On many days, guests have already been helping with take down.