

VOLUNTEER AND COMMUNITY PROGRAMS DEPARTMENT

VOLUNTEER "IN THE KNOW"

August 2017 Edition

OPPORTUNITY HIGHLIGHT

Back-to-School Backpack Assembly!

Do you have time this week to help us assemble backpacks for the children who live in our facilities? We still have 4-5 spots available the following days:

- **Thursday, August 3rd, 10am-2pm**
- **Friday, August 4th, 10am-2pm**

Please RSVP to volunteer@unionstationhs.org and let us know which day you prefer. We will confirm and send you the directions to the location.

NEW OPPORTUNITIES

Represent Union Station at the Rainy Day Pennies Carnival!

The Rainy Day Pennies foundation is raising money to support the children at our Family Center, and they've invited us to host a USHS info table at their upcoming carnival in La Canada on **Sunday, August 27th from 11:30-3:30pm!**

This is a great opportunity if you're an active volunteer, passionate about USHS and our programs, and love talking to people about what we do!

Please reply to volunteer@unionstationhs.org if you would like more information.

Join our Masters of Taste Committee! (Age 21+ only)

Do you love food, wine, and event planning? Then please consider joining the Masters of Taste event committee!

The committee meets monthly in the Admin Offices and you'll be working with our incredible Development team to help develop and execute this amazing event. The event will be held at the Rose Bowl in May 2018. Event experience is preferred.

If you would like more information on this opportunity, please reply to volunteer@unionstationhs.org to be connected to the Associate Director of Development, Amanda Green.

VOLUNTEER OPPORTUNITIES FOR INDIVIDUALS

(Volunteers must have completed the one-hour Volunteer Orientation for the below positions.)

ADULT CENTER FRONT DESK VOLUNTEER

Thursdays or Fridays 11:30am-2pm

A volunteer is needed to assist the Security & Care Coordinator team at the reception desk in the dining hall. Duties include answering the phones, greeting visitors, and helping with mail service. Volunteer should be confident and friendly, helpful and positive with a pleasant phone voice and professional manner. Minimum age is 18 years old. Once a week opportunity for a 6-month commitment.

ADULT CENTER DORM ASSISTANT

Hours: flexible during work days (Monday-Friday 9am-5pm)

Individuals needed to assist staff by taking requests from residents during the day and assisting them as needed. They may need assistance with the elevator, with directions or bus token, with paperwork, etc. The ideal candidate is someone with human service experience or is attending school studying social work or related field.

ADULT CENTER KITCHEN VOLUNTEERS

Positions are available every day of the week:

Breakfast Shift 7:00-9:30am; Lunch Shift 10:30am-2:00pm; or Kitchen Clean & Prep 1:00-4:00pm.

Volunteers assist the kitchen staff in prepping, cooking, serving and cleaning during a meal shift. Age requirements: must be at least 13 years old (ages 13-15 require an adult chaperon). Lifting may be required (up to 20 lbs.). Hairnets, aprons and gloves are provided. **Dress code: pants, t-shirts and closed-toe shoes.**

VOLUNTEER OPPORTUNITIES FOR GROUPS

(Interested groups should email volunteer@unionstationhs.org for more information on signing up.)

ADOPT-A-MEAL

Groups support the meal program and residents at our Adult Center or Family Center shelters by sponsoring a meal. Groups build a menu based on the guidelines, purchase, prepare and provide hot meals for the residents. For regular Adopt-a-Meal Groups the commitment is for a once-a-month meal for 12 months. (Please note: maximum group size is 10 people. Minimum age is 13 years old.) One time dates are available. Contact volunteer@unionstationhs.org for more details. **CLICK HERE for Adopt-a-Meal details for the Adult Center** and **CLICK HERE for the Adopt-a-Meal details for the Family Center.**

SACK LUNCH

This important program provides a complete lunch for the school-aged children as well as the working parents at the Family Center. The lunches are also used for any adult attending our programs. Groups purchase and prepare approximately 50 sack lunches, once a month for 12 months or can fill in an occasional open day. **CLICK HERE for the Sack Lunch program details.**

ADOPT-AN-ITEM

The Adopt-An-Item program provides our main kitchen with much needed supplies as they serve breakfast and lunch to community members in need throughout the year. Groups purchase one or more items from the Adopt-an-Item list, once a month for 12 months. The donated items help provide meals to the Family Center and Adult Center residents. **CLICK HERE for Adopt-an-Item details.**

WELCOME HOME KIT BASKETS

Help a family or individual as they move into permanent housing and escape homelessness. A Welcome Kit Basket assists with meeting the basic needs when moving into a new home or apartment. Groups or individuals looking to put together one or more kits will purchase and prepare items in a laundry basket or storage bin. **CLICK HERE for Welcome Home Kit program details.**

HYGIENE KITS

Our Adult Center staff distributes hygiene kits to our day program clients every day. Anyone using our day program showers receives a bag with shampoo, conditioner, a disposable razor, body wash, among other items. **CLICK HERE for the Hygiene Kit program details.**

Thank you for your commitment and essential role in supporting Union Station's mission to help individuals and families rebuild their lives and end homelessness.

Make sure to like us on [Facebook](#).