

UNION STATION HOMELESS SERVICES Individual and Group Volunteer Opportunities



MARCH 2017 - Volunteer "In The Know"

Email volunteer@unionstationhs.org to sign up or for more information. All positions require volunteers to have completed a one-hour orientation.

INDIVIDUAL VOLUNTEER OPPORTUNITIES

ADMINISTRATIVE OFFICES FRONT DESK/ RECEPTION VOLUNTEERS

Tuesday afternoons and/or Friday afternoons (best time: 1-5pm)

Volunteers are needed to answer phones and transfer phone calls using a multiline system one or more afternoons a week. In addition to answering phones the volunteer will greet visitors and screen gate calls at the Administrative Building. Should be confident and friendly, helpful and positive with a pleasant phone voice and professional demeanor.

ADULT CENTER FRONT DESK VOLUNTEER

Fridays or Saturdays 11:30am-2pm

Volunteers are 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.

ADULT CENTER KITCHEN VOLUNTEERS

Positions are available every day of the week:

Breakfast Shift 8:00-10:30am; 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.). **Dress code: pants, t-shirts and closed-toe shoes.**

MAIL DELIVERY VOLUNTEER

On-call floater

Volunteer to assist with delivering mail to the Union Station shelters and facilities. Mail delivery is crucial to make sure all the residents and community members using our day services receive their mail. Your own vehicle along with registration and insurance information and a background check are required.

GROUP VOLUNTEER OPPORTUNITIES

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. One time opportunities 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.

IN-KIND DONATIONS

WISH LIST- Please [CLICK HERE](#) for the complete Wish List.

COLLECTION DRIVES

Hosting a collection drive is a great way to support community members experiencing homelessness or poverty! Please [CLICK HERE](#) for the flyer.

Thank you for your commitment and essential role in supporting Union Station's mission to help men, women and children rebuild their lives and end homelessness.

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