

Safe Haven

VOLUNTEERS Administrative

- V Stuffing envelopes
- O Audit preparation
- L Updating, re-organizing the policy binder
- L Filing
- U Preparing bulletin boards
- N Starting employee files, personnel binders
- N Updating website

TEENagers Children's Program

- E Monthly inspection, sorting, and cleaning of toys in the Resource Center and Shelter playroom
- E Wash out trash cans
- R Share special knowledge or skill during school breaks/holidays
- R Make interior improvements to the Resource Center
- O Prepare/cook lunch
- P Assist with Family Fun Nights
- O Donate and change batteries for all battery operated toys
- P Spread mulch on the playground

DIRECT VOLUNTEERS

- P Assist with childcare for Tuesday and Thursday group nights
- O Help with childcare when Resource Center is short-staffed
- R Help with children during the day so staff can do office work
- T

UNITED Christmas

- N Clean up/Set up the Christmas Shop
- I "Cashiers" to man the Christmas Shop
- T Sorters/Wrappers (for mom gifts)
- I Preppers - create the vouchers, signs, etc. for Christmas Shop
- E

DIRECT VOLUNTEERS

- S Assist with December Group Nights: Christmas party, long support group meetings, etc. by providing activities, meals, and assistance with childcare

HOTLINE: 1-800-33HAVEN

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VOLUNTEERS Community Outreach

- O Assembling information packets
- O Updating tri-fold display board

LEARNERS Rapid Rehousing

- U Movers
- N Organizers - for storage apartments
- N Interior Decorators
- T Painters (to repaint when clients have moved out)
- T Apartment cleaners (for move-in/move-outs)

DIRECT VOLUNTEERS

- E Support Group leaders (counselors, budgeting, couponing, money management, job skills, cooking classes/nutrition, professionalism, yoga instructors, physical activities, community awareness from other organizations in the area, etc.)
- R Individual resume building with clients
- O Babysitters (someone who is reliable, credible, trustworthy, experienced with flexible hours who is willing to babysit on site or off site)

PROTECT Shelter Volunteer

- P Sort donated items
- O Organize Clothes Closet and donated items
- O Pickup donations weekly
- R Quarterly deep cleaning of shelter
- T Monthly playground cleaning
- U Semi-Annual building exterior and window cleaning
- N Room Make-over – needed periodically to paint room, purchase new linens, and items for client rooms
- I Update playroom
- T Add storage options to clothes and donation closet
- I Maintenance, as needed

DIRECT VOLUNTEERS

- T Answer crisis hotline

912-764-4605

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