

UNION STATION HOMELESS SERVICES

Individual and Group Volunteer Opportunities

MAY 2017 - Volunteer "In The Know"

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



****NEW OPPORTUNITY** POSTCARD DISTRIBUTION IN PASADENA**

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

Volunteers are needed to distribute postcards in Pasadena promoting our 5K walk, "March Home," anytime between now and June 1. Volunteers will be given specific city blocks to ask businesses to post our event information.

****NEW OPPORTUNITY** HUMAN RESOURCES DEPARTMENT ASSISTANCE**

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

The Human Resources Department is looking for a volunteer with administrative skills (HR experience preferred but not required) to assist the department in maintaining personnel files, scanning documents, entering information in a database and other special projects as needed. Volunteer must be able to maintain confidential information.

****NEW OPPORTUNITY** FAMILY CENTER BABYSITTING DURING FAMILY MEETINGS**

Every other Thursday, 10:30am-1:00pm, Family Center

The Family Center has requested a volunteer to assist our Childcare Specialist while the parents are in a family meeting with the Family Specialist every other week. Most of the children are between 3 months to 5 years old. Childcare or babysitting experience preferred. [Background check required.](#)

****NEW OPPORTUNITY** KITCHEN LEAD VOLUNTEER – evening opportunity**

Hours: Evenings once a week - 6:00pm-9:00pm (Adult Center); or 5:00-8:00pm (Family Center)

This is a great opportunity for volunteers with strong customer service and leadership skills and for those interested in **volunteering in the evening**. Kitchen Lead volunteers will act as liaison for Adopt-a-Meal groups who come in every night to cook, serve and clean-up. They will also assist the Resident Advisor on evenings without a group. Kitchen Leads will provide information on safe food handling, how to use the dishwashing system, how to track meal counts, etc. **A two-hour training is required and a 6-month commitment. Anyone interested should email volunteer@unionstationhs.org.** [Anticipated start date for the program is summer 2017.](#)

****FEATURED OPPORTUNITY** ADULT CENTER ADMINISTRATIVE ASSISTANCE**

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

The Adult Center's Program Services Coordinator is looking for volunteer(s) to scan client confidential documents once or more a week. The hours are flexible during work days, work hours.

IMPORTANT ADULT CENTER PARKING INFORMATION

In the last few months we have increased the size of our outreach team in order to connect with more community members needing services. Because of this increase in staff, parking at the Adult Center has become extremely limited. With this in mind, we know this is a challenge to our volunteers and appreciate your patience as we investigate alternatives. During your shift, please alert your supervisor when you need to take a break to move your car. Thank you for your commitment to Union Station Homeless Services!

INDIVIDUAL VOLUNTEER OPPORTUNITIES

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.**

ADULT CENTER FRONT DESK VOLUNTEER

Fridays 11:30am-2pm

A volunteer is needed to assist the Security & Care Coordinator team at the reception desk in the dining hall. (continued...)

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.

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.**

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 men, women and children rebuild their lives and end homelessness.

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