



Volunteers of America®

Kentucky

VOLUNTEER OPPORTUNITIES

PROGRAMS AND CLIENTS:

FOOD SERVICE ASSISTANT—Provide assistance to cooks by prepping and serving meals to Family Emergency Shelter residents as well as special Holiday dinners for Family Emergency Shelter and Grace House. Additionally, assistance is needed for organizing pantries as necessary. Times are according to shelter meal schedules for breakfast, lunch, and/or dinner. Times will vary according to volunteer's availability. *Suggested to organize a group or family for this opportunity but individual help is certainly welcome.

EDUCATION and RECREATION ACTIVITIES ASSISTANT—Work with staff to coordinate and implement educational and recreational activities including arts and crafts projects and outings for children, families, adults with disabilities, veterans and adults with HIV/AIDS. Times will vary according to programs' recreational schedules and volunteer's availability. *Volunteers who bring the materials needed for their planned activity are very much appreciated! Check with the Community Engagement Coordinator, Tandee Ogburn, to see what is in need.

GED INSTRUCTOR'S ASSISTANT—Help JCPS GED Instructor teach and tutor adults earning their GED while participating in VOA programs. Mondays and Wednesdays 6pm-8:30pm.

STUDY BUDDY—Assist residential children and teens with homework and participate in various learning experiences. Serve as a role model and share career experience with youth. Times will vary according to programs' recreational schedules and volunteer's availability.

VOLUNTEER ADMINISTRATIVE ASSISTANT— Provide support and clerical assistance to any one of the many offices that Volunteers of America operates in the Metro Louisville region including the Eviction Prevention Program office, a small but busy office located in the heart of downtown Louisville; Corporate Office, a larger and busy office with multiple administrative departments; or the Family Emergency Shelter, a large shelter serving as many as 90 individuals at one time. Times needed vary by site.

LIFE SKILLSVOLUNTEER EDUCATOR—Provide life skills to Volunteers of America recipients. Life skills topics include but are not limited to financial budgeting and savings; credit card debt counseling; parenting skills and resources; nutritional living; and other related economic success and healthy living topics. Hours will vary according to established Life Skills class time and volunteer's availability. Demonstrated experience or knowledge in one of a variety of the listed topics is a must. Professionals and Pro-Bono Service Providers are strongly encouraged to apply.

ADMINISTRATIVE/CLERICAL:

VOLUNTEER ADMINISTRATIVE ASSISTANT—Provide support and assistance to Corporate Office and Development Team by completing general office duties. Knowledge of Raiser's Edge and other databases helpful but not necessary for the Development Team Assistant Position. Times needed: Monday-Friday 9-5 and sometimes weekends. Hours will vary based on volunteer's availability and organization's needs.

Community Engagement PROGRAM ASSISTANT—Provide office support to the Community Engagement Manager assisting with volunteer projects and general office duties. Knowledge of Microsoft Office Suite and databases helpful but not necessary. Times needed: Monday-Friday 9-5 and sometimes weekends. Hours will vary based on volunteer's availability and organization's needs.

COMMUNITY OUTREACH VOLUNTEER— Assist Volunteers of America staff with community outreach opportunities such as information tables and speaking opportunities. Most of the opportunities take place within the STOP (Stop the spread of HIV Through Outreach and Prevention) Program. The successful candidate will complete training provided by professional staff.

FUNDRAISING AND EVENT VOLUNTEER COORDINATOR—Assist with fundraising events that help raise awareness and funding. Hours needed: will vary according to events schedule. Most events are held in the evenings or weekends. Hours will vary based on volunteer's availability and organization's needs.

SPECIAL PROJECTS VOLUNTEER COORDINATOR—coordinate and collect holidays, Back to School, and/or birthday giving opportunities within volunteer's networks and community for clients. Hours will vary based on volunteer's availability and organization's needs.

VOLUNTEER LIBRARY ASSISTANT—Organize and/or collect print materials for the HIV/AIDS Resource Library collection. This position is filled at this time.

MAINTENANCE AND FACILITIES SUPPORT:

MAINTENANCE SUPPORT VOLUNTEER COORDINATOR—Provide basic maintenance assistance for facilities and grounds. Projects include painting, electrical work, gardening, and general aesthetic enhancement (see "Other Group Projects" for more ideas). Hours will vary based on volunteer's availability and organization's needs.

OTHER GROUP OPPORTUNITIES (the possibilities are infinite! Feel free to make your own suggestions!):

- ❖ Build or refurbish playgrounds
- ❖ Plant or maintain gardens
- ❖ Landscape, cleanup, rake and maintain yards at our facilities
- ❖ Paint interior or exterior facilities
- ❖ Collect and sort food for our programs or purchase food to prepare and serve to residents in shelter (see Food Assistant description for more information)
- ❖ Plan and sponsor a special event to raise funds
- ❖ Adopt a room in one of our facilities and refurbish it
- ❖ Collect books and establish and maintain a library in one of our facilities. Books needed for children, adults, young adults and teens.
- ❖ Organize your church, business, community or family group to sponsor and conduct a toy drive for our children and programs.
- ❖ Develop a wish list for our programs and solicit those items through your various contacts.
- ❖ Teach life, financial management, career preparation, health and wellness skills to our clients (of all ages).
- ❖ Purchase decorations and decorate facilities for holidays and seasons to help our clients feel more at home.
- ❖ Help recruit other groups and volunteers to participate in group projects.
- ❖ Organize and solicit financial contributions through your employer, church, and other groups.

For more information contact:
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