

## **OPPORTUNITIES FOR POSSIBLE VOLUNTEERING AT ARLINGTON LIFE SHELTER:**

*Updated 8/20/2018*

### **1) Children's Services:**

- a) **Children's Evening Assistant:** Assist with Children's activities. Children range from preschool to middle school age. Work with staff member.  
7:15pm-8:45pm on Monday or Tuesday.
- b) **Children's Afternoon Assistant:** Assist with after school activities and homework with elementary school age children.  
4:00pm-6:00pm on Monday or every other Thursday

### **2) Evening Assistant/Resident Check-In:**

Welcome and help check in residents to shelter. Assist residents by distributing towels and soap, check bags, assign housekeeping duties. Work as team member with staff.  
4:30pm-7:30pm (Shift can start at 5:00 or 5:30pm) on Monday or Tuesday

### **3) Shelter Host:**

Welcome and work with groups coming to shelter to do special projects. Team with Director of Volunteer Services to assist with tour set ups and preparation for a group project.  
One Saturday morning per month. Saturdays can vary. And/or one Wed lunchtime per month.  
Dates are scheduled in advance.  
2-3 hours per time volunteering

4) **Lunch time Office Assistant:** Greet guests at the door and answer phones during lunch time of receptionist. Assist with a variety of office tasks. This position is for someone who likes to work with the public and perform tasks in the office. Monday, Tuesday, Wednesday, Thursday or Friday: 3 hour shift.

You can choose: 10:00am-1:00pm or 10:30am-1:30pm or 11:00-2:00pm.

5) **Classes:** Educational classes for adult residents will be coordinated through Director of Volunteer Services. Let us know the classes you are trained to teach and your availability.

6) **Special Projects:** If you want to perform your own special project please let us know what project is and the date you wish to complete it.