



## Abode Services Volunteer Opportunities

For more information about any of these positions, please contact Community Outreach Director Jean Morgan at (510) 252-0910 x11 or [jmorgan@abodeservices.org](mailto:jmorgan@abodeservices.org), or visit our website at [www.abodeservices.org](http://www.abodeservices.org).

### Office Opportunities

#### **Front Desk/Reception**

Answer telephones, greet residents, visitors, donors and volunteers in a professional and positive manner. Distribute personal hygiene supplies to residents as needed.

#### **Office Support**

Provide office assistance to the Community Outreach Director and other staff.

#### **Special Events/Fundraising**

Assist with special events as scheduled (may include mailings, hosting, setup and cleanup).

### Kitchen Opportunities

#### **Meal Service (Lunch or Dinner)**

Plan, prepare and serve a well-balanced meal to the residents at Sunrise Village Emergency Shelter.

#### **Kitchen Helper**

Assist in the organization, maintenance and cleanliness of the kitchen and dining rooms. Maintain and monitor kitchen, pantry and storage inventory and assist with preparation and serving of meals.

### Children's Program Opportunities

#### **Homework Club and Tutoring**

Provide homework assistance to school-age children in one or more subjects and assist Children's Program staff.

#### **Children's Program Activity Buddy**

Create/facilitate age-appropriate activities for children at one of our program sites.

### Other Opportunities

#### **Licensed Hairstylist/Barber**

Provide free, quality haircuts/ hair care to residents.

#### **Miscellaneous Volunteer**

"All-around" volunteer – help staff with ad-hoc assigned duties.