



## Volunteer Job Descriptions

Volunteers should contact Sister Stephanie Turck, CDP at 314-209-9198 or [volunteercoordinator@divineprovidencesisters.org](mailto:volunteercoordinator@divineprovidencesisters.org)

(Time commitments shown are on a project specific basis.)

### **Overnight Host at Room at the Inn** – 14-15 hours

Assist the clients from 5:00 pm until 7:00 am the next morning (Sunday through Fridays) and until 8:00 am on **Saturday** mornings. Jobs include:

- Opening the supply room, so clients can get mattresses;
- Making sure the outside door gets locked at 7:00 pm;
- Making sure clients are up by 5:30 am;
- Making sure all clients sleep in the general area;
- Mothers with babies are allowed to sleep in the nursery;
- Married couples can be allowed to sleep in another area as determined by staff;
- Unlocking supply room so clients can put mattresses away;
- Get laundry detergent for the client responsible for doing the sheets etc. that morning;
- Unlocking outside door in the morning.

### **Clerical Assistants** - 4-8 hours

Answer the telephone, take messages and help with mailings. Other tasks can include typing, filing, and general office procedures.

### **Data Entry Assistants** - 4-8 hours

Enter program statistics into the computer system. (Typing and knowledge of Microsoft Excel preferred)

### **Program Development Assistants** - 4-8 Hours

Gather information for programs and funding sources. Search for housing appropriate for specified families.

### **Child Care Assistants** - 1-2 hours

Assist with child care for preschoolers. May include playing with them, taking them outdoors, reading to them and doing other educational activities.

Assist children with homework.

Assist with children during the summer – teacher enrichment days, story hour etc.

**Recreational Activity Coordinators - 2-3 hours**

Plan and help supervise recreational activities for groups/individuals, i.e., bingo, arts and crafts, videos, board games, cards, birthday and seasonal parties.

Organize outings for moms and children with the volunteer coordinator. May include driving the van, setting up a picnic/brown bag lunch, etc.

**Cleaning - 2-3 hours**

Clean and sanitize specified areas and/or items at Room at the Inn. May include sanitizing children's toys and play area, kitchen cupboards etc. with a combination of bleach water and soap.

Wash the Room at the Inn van - exterior and interior.

**Donations - 3-4 hours**

Sort through in-kind donations and store in the proper area. Donations include clothing, soap, deodorant, shampoo, lotion, hairspray, baby items, personal hygiene products etc.

**Pick up Donations - 3-4 hours**

Assist the site coordinator to pick up food and/or other donations and then sort and store upon return to Room at the Inn. (Tuesday and/or Wednesday mornings as early as 8:00 am)

**Deliver Inn Crowd News to Night Site Churches – 1-2 hours, three times per/yr**

Deliver copies of latest issue of *Inn Crowd News* to churches for distribution at weekend services.

**Personal budgeting Assistance 2-3 Hours**

Instruct clients with personal financial management.

**Internet Classes 2-3 Hours**

Teaching clients Internet skills – one-on one.

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**Breakfast with the INN Crowd Committee (ongoing)**

Help to plan Room at the Inn's annual fundraising event. Committee job description and responsibilities are available – there's something for everyone!

**Please contact Director of Development Ana Schulz at 314-209-9181 or [aschulz@divineprovidenceweb.org](mailto:aschulz@divineprovidenceweb.org).**