***Interested? First step, fill out***[***Volunteer Application***](https://cclou.org/volunteer-application/)

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**Administration Work**

**Front Desk Help**: Answer phones, greet/direct clients, and lock up at end of day

* + 2911 S. 4th Street (40208)
  + Monday-Friday 2:30am-4:30pm
  + Spanish speaking preferred, but not required

**Sister Visitor Center: Front Desk Help**: Answer phones, greet/direct clients, and lock up at end of day

* 2235 West Market St. (40212)
  + Monday-Friday 9:30 am-3:00pm; shift varies
* Spanish speaking preferred, but not required

**Bahkita Empowerment Initiative** *(Anti Human Trafficking)*

2234 West Market Street, Louisville, KY 40212

**Organize Donation/Storage Area**:

* + Able to lift up to 25 lbs.
  + Hours are flexible (Monday-Friday 8:30am-4:30pm)

**Office Deep Clean:**Volunteers needed to help keep the Bakhita offices clean for participants.

* Must be able to lift 25lbs and move furniture if needed
* Hours are flexible (Monday-Friday 8:30am-4:30pm)

**Provide Civil Legal Services:** Volunteers needed to provide pro-bono or discounted services to participants needing civil legal assistance.

* + As-needed basis (Helpful to have a list of interested participants to file)

**Provide Substance Abuse Treatment:**Substance abuse therapists or Treatment Centers needed to provide pro-bono or discounted services to participants that identify wanting to seek treatment options.

* + As-needed basis (Helpful to have a list of interested participants to file)

**Put Together Hygiene Kits:**Organize donations into kits for participants as needed. Great opportunity for individuals, families, or groups to collect items, sew cloth bags and/or pack items already donated.

**Common Earth Gardens**

Location varies: Community agriculture sites around Louisville

**Work Days/Volunteer Groups:** General farm maintenance such as: mulching fruit trees; aiding farmers in planting, weeding, and cleaning up gardens; assisting with the demo plots

* + Times and dates are flexible depending on volunteer group needs
* Locations Vary (Outdoors)
* Direct contact with participants

**Common Table**

[1200 S 28](webextlink://1200%20S%2028)[th](webextlink://th)[St., Louisville, KY 40211](webextlink:// St.,%20Louisville,%20KY%2040211)

**Conduct Mock Interviews/Resume Writing:**Work with culinary students to prepare resumes and help with interview skills. Assist graduates in securing employment.

* Hours are flexible / Typically during class time or directly after (Monday – Friday, 9am-2pm)
* 1-2 days per month, 1-3 hours per day
  + - Direct contact with participants
* Reoccurring volunteers preferred; One-time volunteers welcomed

**Guest Chefs**: Professional chefs teach students kitchen skills while sharing favorite tips/secrets, share personal journey and employment advice.

* Professional experience required.
* Flexible hours and duration during class time (Monday – Friday, 9am – 2pm)
* Intro meeting with Director and Executive Chef required to learn more about the program and see the space.
  + - Direct contact with participants
* One time or repeat lessons optional

**Family Support Services**

**Family Support Services**

[2911 S. Fourth Street, Louisville, KY 40208](webextlink://2911%20S.%20Fourth%20Street,%20Louisville,%20KY%2040208)

**Baby Layette Team:** Join other volunteers to put together bags and baskets filled with baby items for mothers completing our programs.

* + 1-2 times, every eight weeks
  + Roughly 4 hours each session

**Donation organizer**: sort, organize, inventory, and value donated clothing, baby items, and other items.

* Once per month (can be more or less based on interested and availability)
* Located at 2911 S. 4th Street

**Mother Support Group Leader/Presenter:**Lead mothers in discussions about parenting, self-care, relationships and family wellness

o   Every other month (frequency can be increased or decreased based on interest and skill)

o   Virtual until further notice

o   Groups are currently held on the second and fourth Thursday of every month, 11 to 12 pm.

o   Direct contact with participants

o   Motherhood experience is preferred. Some training will be provided by FSS staff

**Host a “Baby Shower”:** Organize a donation drive by invite friends, family, and/or colleagues to donate items on our wish list.

o   This can be done at any time throughout the year.

**Volunteer Drivers:** Deliver diapers and other baby items to client homes. Drop donations to other community organizations.

o   Twice per month, about 2 hours (frequency and duration is flexible)

o   Diaper drives are currently held on the first and third Thursday of every month, between 10am and 12pm.

o   Direct contact with participants

o   For volunteer and client safety, all drop offs will be done outdoors- via porch or other outdoor area at client’s residence. Volunteers will not enter client’s home.

* + FSS will train volunteer on service procedures.

**Fr. Jack Jones Food Pantry**

2914 S. Third St., Louisville, KY 40208

**\*On Call Volunteer** – Often times we need to fill vacant slots. Would you be willing to join us on short notice to fill in?

**Home Prep/Set up**

*\*As Needed, Join the list!* - Interested? [Email](mailto:cclvolunteer@archlou.org) us and we’ll contact you when more details are available.

From time to time, we need small groups to assist with collecting home goods, moving furniture and setting up new homes for our refugee families, human trafficking survivors and other rapid rehousing clients.

We would like to compile a list of individuals, churches or businesses who would be able to be “on call” to help pull off this amazing home setup quickly for our neighbors in need. Each set up will vary depending on circumstance. You will work with a program director who has first-hand knowledge of the situation to let you know exactly what is needed and when.

* Flexibility is important as we usually have little notice (days to 2 weeks) when clients will arrive
* Move-in usually occurs mid-week during business hours
* Ability to lift and carry large furniture or boxes if assisting with move in /possible stairs
* Number of volunteers is based on case
* You will not meet the clients

Examples of volunteers needs:

1) Collecting items from a provided list

2) Move furniture (Possibly provide vehicle to assist)

3) Set up apartment only

4) Collect all listed items, move items and set up the home

**Migration and Refugee Services**

2220 W Market St., Louisville, KY 40212

\*\* To help with incoming Afghanistan evacuees – Please go to [www.cclou.org/afghanistan](http://www.cclou.org/afghanistan) to learn more. Sign up with your interests and as we know more we will contact you as we know more. The needs below with help future and current refugee clients.

**After-School Tutoring –** Help students after school with homework, English-language services, etc.

* In person Monday – Friday after school
* Direct contact with participants
* Reoccurring volunteers preferred; One-time volunteers welcomed
* Safe Environment Training required
* *Coming Late Fall – More details to come*

**Childcare Assistant**– Assist the CCL daycare teachers with childcare when parents are in classes

* Monday – Thursday mornings: 9:30 am to 12:30 pm
* Direct contact with participants
  + Reoccurring volunteers preferred; One-time volunteers welcomed
    - Safe Environment Training required

**Daytime ESL** **Tutor** – Help non-English speakers learn English.

* + - In person classes: One or multiple days a week, Monday-Thursday 9:30 am - 12:30 pm
    - Zoom classes (Cuban students) One-on-one or small groups Monday-Friday (mornings or afternoons at volunteer's convenience)
* Direct contact with participants
  + Reoccurring volunteers preferred; One-time volunteers welcomed
  + Experience preferred but not required. Training available from staff.

**New Horizons Mentoring Program** – Mentors are paired with a refugee child between 9-17 to encourage academic achievement and be a positive role model.

* + - * + One year commitment
        + Must be 21+
        + Meet with student at least 2 hours a week
        + Direct contact with participants
        + Safe Environment Training required

**PAVE the Way Mentoring Program** – Mentors are paired with refugee high school students to help prepare them for college or their career.

* + - * + 6-month commitment; flexible scheduling
        + Must be 21+
        + Meet with student at least 1 hour a week
        + Direct contact with participants
        + Safe Environment Training required

**Transportation Assistant –** Pick up newly-arrived refugee families, take them to appointments, and then take them home.

* + - * Monday - Friday during business hours
        + Direct contact with participants
      * Must have reliable car

**Donation Room**

**Assistant Shopper:** Assist in "checking out" refugee clients after they have selected items from the CCL donation room. Staff will assist with translation and communication.

**\*\* Spanish Speaking** **Assistants Needed**

* + Wednesday afternoons (1:00 - 4:00 PM) preferred but flexible
  + Direct contact with participants
  + Able to lift up to 25lbs.

**Sorting, Packing, Taking Inventory and Moving Donations**: We are moving to a smaller space and need help consolidating and organizing donations.

* + Great opportunity for abled body groups – high schools, businesses, etc.
  + Prefer business hours, but weekends possible upon request and availability to staff
  + Reoccurring volunteers preferred; One-time volunteers welcomed

**Weekly Donation Help**: Regular weekly volunteer(s) to accept, document and sort donations as donors donate items.

* + Tuesday and Thursday mornings each week (9:00 AM - 12:00 PM)
  + Able to lift up to 25 lbs.
  + Reoccurring volunteers preferred; one-time volunteers welcomed

**Sister Visitor Center**

2235 W Market St., Louisville, KY 40212

[***Pantry of Choice***](https://cclou.org/sister-visitor-center/)

**\*Personal Shopper:** Welcome clients, select food from shelves, track food point system, stock shelves and provide general support

* + Mondays 10:00 am-3:00 pm- 1 shopper
  + Tuesdays 10:00 am- 3:00 pm- 3 shoppers
  + Thursdays-10:00 am-3:00 pm- 2 shoppers
  + Friday: 10:00 am-3:00 pm- 1 shopper
  + As Needed: flexible schedule, available to be called to fill in for others- 2 shoppers
  + Direct contact with participants

**\*Sorting and Stocking Pantry Shelves:** Unpack boxes, inspect food for damages or expiration, stock shelves and assist with cleaning

* + Monday, Wednesday, Friday 2:00- 4:00 pm
  + Reoccurring volunteers preferred

**\*Volunteer Drivers:** Pick up food donations from Dare to Care and vendors.

* + Mondays- between 7:30 am-10:00 am - 1 driver
  + Thursday- 7:30 am-10am -1 driver
  + SVC will train volunteer on service procedures and Dare to Care policies.

**\*On Call Volunteer** – Often times we need to fill vacant slots. Would you be willing to join us on short notice to fill in?

**Long-Term Care Ombudsman Program** (Facilities in Jefferson and surrounding counties)

**New Friendly Visitors** - Provide simple companionship or social activity to residents in order to enhance their overall quality of life.

* + Must complete a 2-hour training with staff
  + Must complete 4 hours of continued education yearly
  + Direct contact with participants
  + Be available to visit assigned facility on a weekly basis
  + Safe Environment Training required

**New Certified Volunteer Ombudsmen** – Advocate on behalf of residents in long-term care facilities to improve their overall care.

* + Requires 24 hours of training
  + Must complete 4 hours of continued education yearly
  + Direct contact with participants
  + Be available to visit facility on a weekly basis (2 hour minimum)
  + Safe Environment Training required

Locations: Throughout the state of Kentucky

**Bahkita Empowerment Initiative** (Owensboro / Lexington Offices)

**Organize Donation/Storage Area**:

* + Able to lift up to 25 lbs.
  + Hours are flexible (Monday-Friday 8:30am-4:30pm)

**Put Together Hygiene Kits:**Organize donations into kits for participants as needed. Great opportunity for individuals, families, or groups to collect items, sew cloth bags and/or pack items already donated.

**Long-Term Care Ombudsman Program** (Breckenridge, Bullitt, Grayson, Hardin, Henry, Jefferson, Larue, Marion, Meade, Nelson, Oldham, Shelby, Spencer, Trimble, and Washington counties)

**New Friendly Visitors** - Provide simple companionship or social activity to residents in order to enhance their overall quality of life.

* + Must complete a 2-hour training with staff
  + Must complete 4 hours of continued education yearly
  + Direct contact with participants
  + Be available to visit assigned facility on a weekly basis
  + Safe Environment Training required

**New Certified Volunteer Ombudsmen** – Advocate on behalf of residents in long-term care facilities to improve their overall care.

* + Requires 24 hours of training
  + Must complete 4 hours of continued education yearly
  + Direct contact with participants
  + Be available to visit facility on a weekly basis (2 hour minimum)
  + Safe Environment Training required

**Jail and Prison Ministry** (Facilities vary throughout the Archdiocese)

*On Hold Per State Corrections Department**– Interested?* [*Email*](mailto:cclvolunteer@archlou.org) *us and we’ll contact you when more details are available.*

**Distribute Holy Communion and/or Lead Prayer Services:** Serve as extraordinary minister of the Eucharist to men and women in jails, prisons and correctional facilities.

* Training Required from volunteer and facility
* 1 or 2x month with a small group
* Direct contact with participants

**Mentors for those newly released from prison or jail**.

* Training required
* Direct contact with participants