***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 2:30pm-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 9:30am-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 Therapy Services:** Therapists 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)

**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

**Pollinator Garden Planting:** Pollinators are responsible for 1 out of 3 bites of food we take each day, and yet pollinators are at critical point in their own survival. This is one of 13 pollinator sites Common Earth Gardens will be installing! Your support will contribute to housing, feeding, and the protection of pollinators that are vital to our food system and environmental health.

**Common Table**

1200 S 28thSt., Louisville, KY 40211

**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

**Community Support Services**

**Community Support Services**

2911 S. Fourth Street, Louisville, KY 40208

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

* + As needed basis
	+ Roughly 4 hours each session

**Community Support Services: Community Referral Line:**  Respond to voicemails, direct clients

* 2911 S. 4th Street (40208)
* Tuesday-Thursday 9:30am-3:00pm
* 2-4 hours per day, 2 days a week

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

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

**\*Saturday opportunities are available**

**Mama Matters 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.

**Fr. Jack Jones Food Pantry**

2914 S. Third St., Louisville, KY 40208

**Food Pantry volunteers**:  *Must be able to lift 25-35 lbs and work outside* in all weather conditions serving our clients.

* **Tuesdays 10-11:30**: unload van, put stock away in freezers, coolers and on shelves, fill prepared bags for the clients
* **Wednesdays 9:30-12:30**:  open up food pantry, serve clients, prepare produce, fill prepared client bags, clean up and close pantry
* **Thursdays 9:30-12:30:**  open food pantry, serve clients, prepare produce, fill prepared bags for clients, clean up and close pantry

**\*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 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

**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
* Direct contact with participants
	+ Reoccurring volunteers preferred; One-time volunteers welcomed
	+ Experience preferred but not required. Training available from staff.

**In-Home ESL** **Tutor** – Help non-English speakers learn English.

* Work on basic English skills in the homes of our clients on your schedule
* Curriculum/training provided
* Direct contact with participants
	+ Reoccurring volunteers required
	+ Experience preferred but not required. Training available from staff.

**Shopping Assistant**– Help refugee/immigrant clients shop for the clothing items they need

* Sign up for a day to help clients shop in our shopping room
* Monday-Friday 8:30-4:30 in 3-hour slots
* Direct contact with participants
* Reoccurring volunteers preferred

**MRS Welcome Teams**– Group service opportunity to welcome a family to Louisville

* Gather needed items for the family
* Set up apartment family will be living in
	+ Be present at airport pick up
	+ Provide transportation for first two weeks of appointments

**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+
				+ Must have a Kentucky address
				+ Make contact with student once 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 for 6 hours/month
				+ 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

Day/times will be determined upon discussion with volunteer.  To inquire about opportunities, please contact Sr. Paris Slapikas, SCN Director of Sister Visitor Center at pslapikas@archlou.org or 502.776.0155 ext. 112.

**Option 1:  Pantry:**

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

**B.** **Assist with food deliveries:** Drive food to participant’s home and drop if off on the porch, obtain client’s signature.  Volunteers do not enter client’s home. No heavy lifting required; days/times flexible but looking for same day/time each week (roughly 1.5 hr commitment).

 **C. Assist with Dare to Care pick-ups:**Drive SVC van to pick up weekly order from Dare to Care and bring back to SVC.  Need to be able to lift 50 lbs. Would work best as team of two.  Tuesdays Mornings (roughly 2 hour commitment).

**Option 2:** **Front Desk volunteer:** Welcome clients, answer phone and assist with filing, shredding and other admin work as comfortable.

**Option 3:** **Financial Assistance/Case Management Volunteer**:  Duties are fully dependent on availability and skill set of the volunteer, but the goal is to help develop and support financial assistance/case management efforts at SVC.  This could involve interacting directly with clients for those who have the desire and skill set or it could also be more administrative and data entry for those with that interest/skill set.  This opportunity would require a weekly commitment due to level of training needed.

**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 36 hours of training
	+ Must complete 18 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