

Catholic Charities Volunteer Opportunities

Project Name: Office Helper – may include filing, data entry, copying, etc.

Brief Description: The Emergency Assistance Area and Refugee Resettlement areas of Catholic Charities are always in need of volunteers to help with basic office responsibilities as listed above. Hours and responsibilities are both very flexible and based on need. Work would be done at the Agency Office (located at 134 East Church Street) and would be between the hours of 9 a.m. and 4 p.m.

Project Name: Office Reception

Brief Description: The Emergency Assistance Area needs someone to cover the Reception Area by assisting with answering calls and greeting clients at our reception desk. You will be the voice of Catholic Charities to the community. Come down and be a part of the friendly and compassionate staff at a top-notch social service agency. Shifts are available afternoons, Mon. thru Fri. from 2 – 4 p.m.

Project Name: Various in the Refugee Resettlement Area

Brief Description: There are many opportunities to work in the Refugee Resettlement Area with the Staff and Refugee Clients. Some of these include: helping to take clients to various appointments such as medical, dental, or at the social security office; airport pick-ups; helping them to complete job applications; registering children for school; with apartment set-up; the opportunities are endless.

Project Name: BASIC Computer & Life Skills Trainer for Refugee Resettlement Area

Brief Description: A new opportunity in the Refugee Resettlement Area is to teach an *extremely* basic (*what is a computer, how do you turn it on and what can it be used for*) computer class and an *extremely* basic (**what not to do in Public, etc**) life skills class for our Refugees. We have a meeting room reserved at the Downtown Library for this purpose. The room is reserved on Wednesday's and Friday's from 1 p.m. to 4 p.m. weekly for this purpose – we just need instructors. No previous teaching experience is needed; our RR staff will help you to get started. All you need is a desire to teach and help others.

Project Name: Food for the Hungry – Two Different Opportunities

Brief Description: The Food Pantry at Catholic Charities served over 22,000 meals – in the form of nonperishable foods – to families in need along the First Coast last year. This effort was largely accomplished through the work of dedicated volunteers. Help us continue this service!

- 1) **Baggers** - Volunteers come to our office to prepare grocery bags for distribution to our Clients as well as the Public. This is done by using the supplies in our basement to put together grocery bags on nonperishable food items and then carrying them to the upstairs to our Food Pantry so they are ready for distribution. *Volunteers must be able to lift 15 pounds, possess the ability to climb stairs and have a desire to help those in need in our community.*
- 2) **Distributors** - Catholic Charities distributes bags of non-perishable food items to the Public on Wednesday's and Friday's. Individuals and/or families are prescreened by the Agency Case Workers who determine eligibility. Information is then passed to volunteers who finish preparing bags and then distribute to the approved person.

Volunteers are needed on Wed's and Fri's to help with completing bags and then distributing groceries. Volunteers are expected to arrive by 12:45 p.m. to start; this ends not later than 3 p.m. This is done in teams of two so it is a great opportunity for husband and wife or two friends. *Volunteers must be able to lift 15 pounds, and have a desire to help those in need in our community.*

Volunteers for Catholic Charities Jacksonville must be 18 years old or supervised by an adult at all times.

*If any of the opportunities listed here appeals to you in any way or if you would like more information about any opportunity you see, please contact **Joy Turner at 354-4846 ext 258 or jturner@ccbjax.org**.*