



PARTNERS in **HOPE**

Noel House Programs • Rose of Lima House

Partners in Hope Volunteer Opportunities

Once you've identified the positions you're interested in, please fill out the volunteer application and return it to us. Thank you!

Dinner Support

Program Sites: Noel House, Women's Referral Center

Client Interaction: High

Sunday through Saturday

5:45 p.m. to 8:00 p.m.

Set out buffet food from pantry

Serve dinner to community members

Assist with clean-up

Dinner Support

Program Sites: Rose of Lima House

Client Interaction: High

Sunday (4:30 p.m.), Monday (5:30 p.m.), Tuesday and Thursday (6 p.m.)

Preparation begins at 3 p.m.

Interested volunteers will plan the meal and provide food for preparation

Create and execute menu for a well-balanced meal

Assist residents with meal preparation

Share the meal with the community, family-style

Assist with clean-up

Admin Support

Program Sites: Noel House, Rose of Lima House

Client Interaction: Low

Monday through Friday

Between the hours of 10 a.m. to 5 p.m.

Process daily mail

Answer telephone and doorbell
Copying and Correlating Documents
Filing
Other duties as assigned

Fund Development Support

Program Sites: Noel House, Rose of Lima House

Client Interaction: Low

Monday through Friday

Between the hours of 10 a.m. and 5 p.m.

Research grant opportunities on the computer
Prepare supporting documentation to be mailed with grant proposals
Contact donors/potential donors for monetary and in-kind donations
Assist with the development and facilitation of special events
Generate Thank You letters and postcards to donors
Other duties as assigned

Graphics and Web Design

Program Sites: Noel House, Rose of Lima House (work can also be done off-site)

Client Interaction: Low

Monday through Friday

Between the hours of 10 a.m. and 5 p.m.

Create promotional materials that incorporate the mission statements and core values of the programs
Regularly update the websites
Other duties as assigned

Material Donations Development Support

Program Sites: Noel House, Rose of Lima House

Client Interaction: Low

Monday through Friday

Between the hours of 10 a.m. and 5 p.m.

Contact donors/potential donors for in-kind donations
Assist with coordinating blanket and supply drives
Identify and contact different companies/churches/schools for support
Other duties as assigned

Facilities Coordination Support

Program Sites: Noel House, Rose of Lima House

Client Interaction: Moderate

Monday through Friday

Between the hours of 10 a.m. and 5 p.m.

Accept donations at the door

Sort and process donations

Organize the pantry and program storage spaces

Assist with inventory of needed items

Other duties as assigned

Blanket Delivery to Shelters

Program Sites: St. Mark's Shelter and the Aloha Inn

Client Interaction: Low

Every Tuesday

8:30 a.m. to 9:30 a.m.

Must be willing to use own vehicle for this important task!

Pick up blanket bags at St. Mark's Cathedral on Capitol Hill

Drop blanket bags at the Aloha Inn to be washed

Moving Assistance

Program Sites: Noel House, Rose of Lima House

Client Interaction: High

As-needed, with at least 24 hour notice

Must be willing to use own vehicle for this important task!

Assist clients when moving to permanent housing

Load and unload client belongings from vehicle

Must be able to lift 40 lbs.

Food Donor and Delivery

Program Sites: Rose of Lima
House

Client Interaction: Low to Moderate

As-needed, with at least 24 hour notice

Must be willing to use own vehicle for this important task!

A staff member from Rose of Lima House will contact you with a list of much-needed food items. The volunteer in this position will purchase and deliver the items to Rose of Lima House.

Food Bank Pickup at Northwest Harvest

Program Sites: Noel House

Client Interaction: Low to Moderate

Every Friday

10 a.m. to noon

Must be willing to use own vehicle for this important task!

Pick up perishable and non-perishable food items
Deliver the items to Noel House
Assist with unloading the vehicle
Must be able to lift 40 lbs.

Food Bank Pickup at Food Lifeline

Rose of Lima
Program Sites: House
Client Interaction: Low to Moderate
3rd Friday of every month
1:45 p.m.

Must be willing to use own vehicle for this important task!

Pick up perishable and non-perishable food items
Deliver the items to Rose of Lima House
Assist with unloading the vehicle
Must be able to lift 40 lbs.

Wellness Volunteer/Life Skills Class Facilitator/Activity Coordinator

Program Sites: Noel House, Rose of Lima House
Client Interaction: High
Days and times to be determined by volunteer and coordinators

Individual or groups of volunteers can provide a variety of wellness and life skills opportunities for the women served at both programs. Spa days, budgeting classes, self-defense courses and art sessions are some of the activities enjoyed in the past. If interested, a staff member will contact you.

Mailing Parties

Program Sites: Noel House, Rose of Lima House
Client Interaction: Low
Dates to be determined by the Fund Development Team

Individuals or groups of volunteers assist with quarterly bulk mailings of newsletters, twice a year with appeal letters, and other random mailings. It's a relaxing way to make a big difference!

Seasonal Cleaning Parties

Program Sites: Noel House, Rose of Lima House
Client Interaction: Varies
Dates to be determined by the Fund Development Team

Individuals or groups of volunteers assist with quarterly cleaning parties at both program sites. It's a great way to make a big difference in the quality of life at Noel House and Rose of Lima House!

Special Events Support

Program Sites: Noel House, Rose of Lima House, Women's Referral Center

Client Interaction: High

Dates to be determined by Program Coordinators

Individuals or groups of volunteers assist with special events at both program sites. It's a great way to make a big difference in the quality of life at Noel House and Rose of Lima House! Seasonal parties and fundraisers require commitments ranging from one day to three months. If interested in assisting, a staff member will contact you.

Holiday Intern

Program Sites: Noel House, Rose of Lima House, Women's Referral Center

Client Interaction: High

November 1st through January 3rd

Hours vary

Assist with acquiring and sorting gift donations

Act as a liaison between the programs and churches/businesses/individuals interested in volunteering or coordinating gift drives for the holidays

Contact volunteers to work at various craft fairs selling Noel House gift cards

Coordinate the decorating of the sites on party days (volunteers and staff assist)

Generate Thank You letters to those who assist during the season

Other duties, as assigned