

Northside Neighborhood House Volunteer Positions

POSITION	DAY/TIME	DESCRIPTION
GENERAL		
Event Committee Participant	3-4 months before and through day of events	Contact Brianne at 267-2217 Assist NNH Board Members and Development Director in planning and executing major events (i.e. Ladies Golf Tournament and Not-so-Silent Auction)
EDUCATION		
GED Class Instructors	Tuesday, Wednesday, and Thursday 9:30a.m. -12 noon	Contact Cindy at 267-2217 for Adult Program Contact Amanda at 267-2217 for Children's Program Tutor GED students of all levels of competency in Math, Language, Reading, and Writing.
GED Lunch Prep	Tuesday, Wednesday, or Thursday at 11:45a.m.	Cook lunch at the NNH or drop off a casserole to provide lunch for GED students. Meals should feed an average of 10 students.
After-School Program Volunteers	Monday-Friday 3:30 p.m.-5:30 p.m.	Guide the NNH children on their academic and behavioral growth as they tutor five to thirteen year olds in all subject areas and assist with projects and studying for upcoming tests.
Children's Garden Helpers	Times Vary (usually during mornings)	Spend time during the spring and summer months cultivating our children's garden.
Guest Speakers	June and July (times flexible between 8:30-4:30)	Make presentations to students about different careers and/or travel as part of two curriculums (Career Development and Where in the World studies)
THRIFT		
Thrift Processing Assistant	Any M-F 8:30-6:00 Sat 10-3	Contact Missy at 267-2217 Assist in processing of donated items: sorting and hanging clothing, taking priced clothing to sales floor, putting out priced household items, making price tags, etc.
Thrift Floor Assistant	Any M-F 8:30-6:00 Sat 10-3	Straightening and organizing sales floor, assisting customers at the dressing room, assisting cashier bag customer purchases, etc.
Vintage and Collectibles Processor	Anytime M-F 8:30-4:30	Must be able to value vintage items, collectibles and high end designer items, aided by internet research as needed. Responsible for keeping these items moving (i.e. marking down prices on a weekly basis).
Electronics Tester	Anytime M-F 8:30-4:30	Cleans and tests electrical items to make sure they are in working order.
Books Processor	Anytime	Sorts donated books leafs through for loose items.

	M-F 8:30-4:30	Must be able to determine valuable books (first edition, autographed, vintage, or books that will sell for more than our base rates) and price those accordingly, aided by internet research as needed. Responsible for pulling books that have been on the floor for a while and haven't sold for recycle.
Jewelry Processor	Anytime M-F 8:30-4:30	Sorts, cleans and bags donated jewelry.
Jewelry Pricing Volunteer	Anytime M-F 8:30-4:30	Must be able to read tiny imprints to recognize gold and silver or signed/designer items, and be able to determine value of jewelry (aided by internet research as needed). Responsible for keeping these items moving (i.e. marking down prices on a weekly basis).
Barbie Doll Processor	Anytime M-F 8:30-4:30	Cleans, dresses and accessorizes Barbie dolls for resale.
DIRECT ASSISTANCE		Christina
Follow-up Case Manager	M-F 8:30-5:30	Work with case managers in making follow-up calls to clients (experience in case management/social work needed).
SANTA'S WORKSHOP	DECEMBER before Christmas	Contact Heather at 267-2217
Toy and/or Food Pickup	TBD (As needed prior to Santa's Workshop)	Must have pickup truck or other large vehicle for transporting toys or food from donor sites to Santa's Workshop site.
Toy Sorters	2 days of sorting before toy distribution dates.	Sort donated toys into age and gender categories and take accurate count of how many in each category.
Santa's Workshop Setup	The day before distribution dates	Take toys from sorting/holding area and set up on tables in distribution area by age/gender so tables are full and ready for distribution the following day.
Greeters	2 shifts each on both distribution days. First shift 10-1, 2 nd shift 2-6	Greets clients as they enter, checks paperwork, hands out shopping bags, introduces clients to their personal shopper and gives batteries as needed as clients leave.
Personal Shoppers	2 shifts each on both distribution days. First shift 10-1, 2 nd shift 2-6	Helps the clients "shop" for toys for their children by directing them to the age appropriate tables and helping them stay within the guidelines.
Toy Replenish Stockers	2 shifts each on both distribution days. First shift 10-1, 2 nd shift 2-6	Restocks tables in distribution area as needed with toys from the sorting/holding area.
Cleanup	6-8 p.m. after the last shift of	Box and label remaining toys, break down tables, pack up supplies, sweep and clean, etc.

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