



VOLUNTEER OPPORTUNITIES: INDIVIDUALS

Dining Hall Assistant

Schedule: *Monday-Friday, 9:00 am-12:30 pm and Saturday, 10:00 am-1:30 pm*

Assignment: *Assist with unloading, sorting and distributing food to the community. Assist with preparing and serving lunch for our residents.*

(Monday-Friday only)

Donations Sorter

Schedule: *Monday-Friday, 8:00 am-5:00 pm*

Assignment: *Sort and organize donations to include clothing, toiletries and household items.*

Office Assistant

Schedule: *Monday-Friday, 8:00-5:00 pm*

Assignment: *Assist with office tasks to include filing, copying, mailings, and special projects as needed.*

Relief Receptionist

Schedule: *Monday-Friday, 8:00-5:00 pm*

Assignment: *Man front desk and assist staff, clients, volunteers, and guests, answer and direct incoming calls, office work as needed.*

Cleaning Assistant

Schedule: *Monday-Friday, 8:00-5:00 pm*

Assignment: *Clean bedrooms and apartments to prepare for move-ins. Occasional deep cleaning needed.*

Collection Drive Host

Schedule: *Varies based on volunteer's availability*

Assignment: *Hold drive to collect items for our residents and the community.*

For more info contact Krishna Loya, Volunteer Coordinator at kloya@jcoc.org or 491-2846, ext. 102.

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