



## Opportunities to Serve

*Please check all areas of service that interest you*

- Receptionist**  
Receptionists work half-day shifts, usually one morning or afternoon per week. Tasks include receiving guests & clients, answering the phone, assisting applicants, and data entry. Keep track of mail outs and thank you letters.
- Light Housekeeping**  
Provide basic cleaning tasks for women recovering from illness, injury, or Surgery.
- Records and Reports (monthly & quarterly)**  
Tasks include record keeping and/or computer data entry. Reports are kept on Client services, volunteer hours,
- Emergency Pantry**  
Organize food, blankets, household items, hygiene products, clothing, and other Donated items
- WAY 2 Shoppe**  
Sort & price donated items, ironing, restock/display merchandise, assist customers, clean, organize, run register.
- Furniture/ Donation Pick-ups and Deliveries**  
Pick up furniture that has been donated to center, or deliver to families that have no way of transporting large items.
- General Maintenance**  
Assisting with building and equipment maintenance, clean outside windows  
Monthly.....
- Transportation**                     Local Only     Out of Town  
Provide transportation to the store, special appointments, work, or shelter.
- Program Mentor**  
Serve as a mentor/support person. May include deliveries of food or household items, follow-up calls, home visits, etc....
- Home Repair Projects**  
Minor home repairs for single women or elderly.

**List Skills:**

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- [ ] **Holiday Assistance**  
Prepare and/or deliver food baskets and gifts, assist with food and gift drive.
  
- [ ] **House Mom or Substitute House Mom**  
Supervise clients in Way Home
  
- [ ] **Focus Group Leader/ Work shop trainer**  
Start/ Lead a focus/support group dealing with specific issues such as Money management, employability skills (resume prep.), healthy relationships (family, marriage, and parenting), Recovery (addiction, rape, child abuse...)  
*List interest:*  
\_\_\_\_\_  
\_\_\_\_\_
  
- [ ] **Skills Training/ WE-CAN Program (work experience career & networking)**  
Computer skills, Office equipment, Interview & Job Search Skills, Tutoring.  
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- [ ] **Board Member/ Grant writing/ Fundraising/ Community Awareness**  
*List experience/interest:*  
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\_\_\_\_\_
  
- [ ] **Garage Sale Volunteer/ Quarterly** (cash box, organizing, set up, & break down)
  
- [ ] **Resource Library (organize and maintain)**  
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- [ ] **Computer Tech help & software trouble shooting** (Outlook, Access, Excel, Word, Quick book)  
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- [ ] **Other**  
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## VOLUNTEER AND COMMUNITY SERVICE POLICY AND PROCEDURES

It is necessary for all volunteers and community service workers to sign in and out to receive credit hours.

Sign in the Log in the notebook located at the front register or front desk upstairs

### DRESS CODE

- Wear casual/professional apparel, dependent upon daily duties.
  - Shorts are to be at finger-tip length when arms are down at your side.
  - Dresses are not recommended.
  - No strapless, spaghetti strapped or midriff tops.
  - Wear closed-toe shoes, no flip-flops
  - Any expressive piercings and / or tattoos should be covered or removed if possible.
- \*REMEMBER THIS IS A WORK PLACE, PLEASE DRESS MODESTLY.*

### BREAKS/LUNCH

- Workers may take two 15 minute break or a ½ hour lunch break.
- You must sign in/out if you want to take breaks/lunch, this includes smoke breaks.**

### SMOKERS

- All smoking is restricted to the parking lot. Please be considerate-do not discard cigarette butts on the ground.

### CELL PHONES AND PERSONAL ITEMS

- All purses and personal items will be locked-up at front register for safe keeping.
- Workers may keep cell phones with them for **emergencies only** or to use during break times.

### STORE ITEMS

- Workers may purchase items that are priced and on the Shoppe floor **after** their work day is completed.
- All new/incoming merchandise must be properly priced according to our standard pricing method. Only an approved WAY Center **Staff** member should price the merchandise you want to purchase. CS workers and volunteers may not price things for themselves or for one another worker/ volunteer.
- Items may only be held until the end of each day. Any item not paid for at the end of the day will be returned to Shoppe floor. There will be no “holding” items until the next day or “stuffing” aside for your own purpose, if this becomes a problem you will not be allowed to continue service.

### GARBAGE

- Only workers/ volunteers who have been preapproved by the Shoppe Manager or Executive Director may take out garbage.

### WORK/ SIGN IN & SIGN OUT

- All workers must leave the premises after signing out
- Check with front register or office to schedule your work hours.
- Workers are expected to work steadily. If you finish your assignment and your supervisor is busy, please choose a miscellaneous task from the Shoppe assistant duties list located on the refrigerator, until you are directed otherwise.
- Ask for assistance when heavy lifting or the use of a ladder is required. (Please, ask for help)

*\*INAPPROPRIATE LANGUAGE AND/OR GESTURES WILL NOT BE TOLERATED.*

*\*REMOVAL OF ANY UNPAID SHOPPE ITEMS WILL NOT BE TOLERATED.*

**REPEATED VIOLATIONS MAY LEAD TO DISMISSAL OF VOLUNTEER OR  
COMMUNITY SERVICE WORKER FROM THE PREMSIS. \***

1<sup>st</sup> Offense – Verbal warning

2<sup>nd</sup> Offense – Written warning, signed by worker and supervisor

3<sup>rd</sup> Offense - Grounds for dismissal

**\*CERTAIN VIOLATIONS MAY LEAD TO IMMEDIATE DISSMISAL & REMOVAL FROM  
PROPERTY.**

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Workers Name & Date

Admin - Witness Name & Date