

Orange = Most pressing needs ★ = Family-friendly

YOUTH & EDUCATION

PEAK— A Parent University Program Volunteer	PEAK is a six-week program to increase parent knowledge and understanding of the school system while providing enriching activities for their children. General volunteers are needed to help set up/clean up, serve dinner, and assist in the Preschool or Baby/Toddler room.	1-6x during the six-week program in Sept-Oct Monday or Thursday evenings
Literacy Volunteer	The Literacy Program focuses on improving reading skills and building supportive relationships of struggling readers in elementary school. Volunteers are matched with a student for the duration of the program. Training provided. Location: Wayzata Elementary Schools.	1x/week, 30 minutes October-May
Lunchtime Helper	Sit with and engage students during lunchtime. Supervise and/or play at recess. Location: Gleason Lake Elementary School	1-2x/week during lunchtime
Early Childhood Family Education (ECFE) Support	Support ECFE classes at housing communities within the Wayzata district to work with families who have preschool children. Volunteers will help set up/clean up play area and interact with children at play and circle time. Location: Interfaith Outreach Neighborhood Program Housing Communities	1x/week (October-May 9-11:30 a.m. Fridays
STRIVE Program Volunteer	Support high school students' performance in the areas of attendance, attitude, GPA and participation. Location: Orono High School	2nd Wednesday of each month, 11:45 a.m.-1 p.m.
SPARKS Homework Mentor	Support Orono elementary or middle school youth in achieving academic success through a supportive mentoring relationship. Staff present to support and direct volunteer mentors. Location: Calvin Church in Long Lake or Maple Plain Community Church	1-2x/week, 3-5 p.m. Tues or Thurs in Long Lake / Mon or Wed in Maple Plain
After-school Mentor	Provide social and emotional support through academic or enrichment programming. Location: Wayzata Elementary Schools or Interfaith Outreach Neighborhood Program Housing Communities	2-4x/month, Minimum 1 semester commitment
Children's Play Area Volunteer	Supervise and play with children (ages 0-8) in our lobby. Check in children and supervise while parents access our resources. Volunteers 13+ welcome. Ages 13-15 need to volunteer with an adult.	Mon/Tue. 3-5 p.m., Wed./ Fri. 9 a.m.-noon, Wed. 4-6 p.m., 6-8 p.m.



Volunteer Needs | continued

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ADMINISTRATIVE / PROJECT ASSISTANCE

Receptionist	Be the “first impression” of the organization for clients and other visitors. Provide information, accept deliveries or donations. Manage phone calls, voicemails, and provide callers with adequate information. Should have strong customer service skills, professionalism and hospitable personality.	Weekly or 2x/month Morning, afternoon, evening shifts
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FAMILY SUPPORT SERVICES

Client Services Volunteer	Staff the reception desk to help new or returning clients. Answer questions, help make appointments, register for services, etc. Should have strong customer service skills, professionalism and hospitable personality.	Weekly or 2x/month Morning, afternoon, evening shifts
Russian, Somali or Spanish Interpreter/Translator	Provide language interpreting between staff and clients during meetings, help clients visit the food shelf, or participate in community events when Russian, Somali and Spanish speakers are present. Help us communicate better with all of our clients, by translating core documents into our clients’ native tongue. Your support will help our clients feel welcome and help them better access our services.	Flexible days and times

GENERAL ASSISTANCE

★ Donation Receiver	Support our resale store and food shelf by staffing our donation door. Unload donations from donor vehicles, provide tax receipts and begin basic sorting of incoming donations. Middle school students welcome with an adult. Immediate need for Mon, Wed, Fri afternoons.	Weekday afternoons Flexible schedule
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RESALE SELECT

★ In-Processing Volunteer	Accept and sort incoming clothing, shoes, accessories and household items. Hang and size clothing in preparation for merchandise pricing. Middle school students welcome with an adult.	Flexible shifts available. Tues-Sat 9:30a.m.-1:30p.m., 1:15-5:15p.m., Wed & Thurs 5-8:15p.m.
Cashier	Welcome guests to our store, ring up transactions and answer customer questions. Training provided. Friday afternoon shifts are most needed.	Flexible shifts available Tues-Sat 9:30a.m.-1:30p.m., 1:15-5:15p.m., Wed & Thurs 5-8:15p.m.
Store Associate	Greet customers, help customers with dressing rooms, restock merchandise and keep the store looking its best. Training provided.	
Team Leader	Serve as a leader to other volunteers during each shift. Retail or managerial experience encouraged but not required. Training provided.	1 shift/week

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FOOD SHELF

Donation Pick-up and Hauler	Help gather and load up donations from local retailers to be transported back to the Food Shelf. Heavy lifting required (40-50 lbs.). Immediate need for Mon., Wed., and Fri. morning drivers.	1x/week Weekday mornings
Food Donation Sorter	Help sort through fresh produce, dairy products and nonperishable donations and stock our shelves before families visit our Food Shelf.	Monday, Tuesday or Thursday, 8 a.m.-10 or 11 a.m.
Greeter/ Check-out Volunteer	Serve as a leader in the Food Shelf, answering questions from other volunteers and clients. Help ensure Food Shelf policies and procedures are followed. Bi-lingual Russian/English Speakers are encouraged to sign up!	Flexible schedule Fri. 8:30a.m.-12p.m., Mon. or Tues. 2:30-5:30p.m., Wed. 3:30-6p.m.
Associate	Accept, weigh and sort donations, assist clients as needed with shopping, answer questions, bag groceries and help carry out. Bi-lingual Russian/English Speakers are encouraged to sign up!	Flexible schedule Fri. 8:30a.m.-12p.m., Mon. or Tues. 2:30-5:30p.m., Wed. 3:30-6p.m.
Sort the Freezer	Help sort incoming frozen food items like meat, fruits and vegetables or misc. freezer items; keep our freezer well organized and stocked for families visiting our food shelf.	Mon., Thurs., & Fri. 7a.m. -10a.m. or 11a.m.
Food Shelf Scheduler	Create monthly calendar of volunteer shifts using our online scheduling tool, Volunteer Spot. Monitor the online calendar to see when we need additional help from volunteers and send weekly emails notifying volunteers of our needs. Should have strong organizational and communication skills.	Flexible schedule

TRANSPORTATION / RIDES

Driver for Adult Learners	Provide scheduled rides in driver-owned vehicle for Adult Basic Education (ABE) classes. Students all live in our service area and will get dropped off at our building for classes. Build a cross cultural relationship with our new neighbors.	1 ride/week Rides to daytime classes
Driver for Medical Appts	Provide scheduled rides in driver-owned vehicle for medical appointments.	2-4 rides/month Weekdays, flexible

ONE-TIME OPPORTUNITIES

Holiday Gift Program	Help families check in and/or document their gift ideas for the program. We'll also need volunteers Oct. 15, 16 and 25 to help with proof reading to make sure all data is accurate and ready to send to sponsors of the program. www.iocp.org/holidaygift	Oct. 11, 13, and 24
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