



VREC Volunteer Positions

Staff

- **VREC Executive Director**- volunteer- currently filled.
- **VREC Board of Directors**- volunteer- secretary, treasurer, and board members.
- **Recovery Project Coordinator**-paid through AmeriCorps.
- **Recovery Navigator**-paid through AmeriCorps.

Engagement

- **Office Management/Administrative:** Organization of meetings, events, and conferences. Manage databases, preparing letters, presentations, and reports. Inventory checks for office supplies to prepare order lists.
- **Transition Management:** Creating transitional plans and documents to outline project expectations, scope, schedule, and budget requirements. Ensuring plans are carried out in a timely manner. Keeping all parties updated on progress. Problem solving skills required.
- **Housing Management:** Ensuring clients are happy and satisfied with their living situations. Assist clients in finding new housing if they wish to do so.
- **Employment Coach:** Assist clients into a matched role based on their skills and experiences. Identify and connect clients to education, skills training, work-based training, and placement opportunities while documenting all communications and follow-up.
- **Receptionist:** Perform clerical tasks within the office to support daily operations. Tasks include signing in guests, answering calls, greeting visitors, sorting, and distributing mail.

Outreach

- **Cleaning CREW:** vacuuming, sweeping, and mopping floors. Dusting ceilings, light fittings, countertops, and loose furniture. Scrubbing and sanitizing toilets, sinks and kitchen fixtures. Emptying trash cans. Washing and drying windows and doors. Reporting any breakages that occur during the cleaning process. Informing supervisor of repairs that need to be done.
- **Interactive CREW:** Visit with clients at VREC or at place of residency to have conversations, play a game, do a small craft or project together.
- **Moving CREW:** Responsible for moving, loading, unloading and set-up of furniture and household goods during client deliveries and pick-ups of donated furniture.
- **Organizing CREW:** Evaluate a client's current organizing challenge and develop a plan that honors their vision, timeline, budget, and personality. Organize any room or space in a residential home, including home offices. Teach custom needs, values, and goals.
- **Transportation CREW:** Assist clients with transportation needs; appointments, errands, events.
- **Veteran Hospice CREW:** play cards, read, hold hands, walk/wheelchair strolls, letter writing, support, companionship, and socialization with veterans who are in hospice or end of life living situations.
- **Community Event CREW:** Attend variety of events throughout the community to promote VREC and stay connected with other organizations and people.

Enrichment

- **Enrichment Coordinator:** Responsible for implementing and coordinating life enriching activities. Partnership with social services agencies and working with other programs/groups who visit. Monitor and support clients' projects. Provide support to activities.
- **Enrichment Assistant:** Provide support to the Enrichment Coordinator
- **Specialists, Instructors, Presenters, Crafters:** teach, demonstrate, or lecture on specific topics. Develop curriculum, prepare materials, and course outlines. Let us know what you have to offer.
- **Enrichment CREW:** general helper, sewing, games, woodworking, art, yoga, massage, nails, hair, cards, scrapbooking, crafting of all kinds.
- **Equine Therapy:** Help veterans and family members with transportation to and from. Assist at Gaits of Hope, ask to volunteer at the ranch.

Rosie's Boutique

- **Store Manager:** daily operations of the boutique duties; motivating sales, supervising, and training staff, maintain statistical and financial records, dealing with customer queries and complaints. Registers sales; itemizing and totaling customers' purchases. Bagging and wrapping items as needed.
- **Store Associate:** responsible for providing customers with an excellent buying experience through hospitality, and answer questions. Maintain the store, stocking shelves, maintaining organization and cleaning. Registers sales; itemizing and totaling customers' purchases. Bagging and wrapping items as needed.
- **Community Event Sales:** attend different community events or craft shows to sell items. Registers sales; itemizing and totaling customers' purchases. Bagging and wrapping items as needed.
- **Fundraising CREW:** Raise awareness of organizations work, goals and financial needs. Organize activities to raise funds or solicit and gather donations or gifts.

Children's area

- **Kid's CREW:** Provide care to children in the facility. Lead in fun activities. Keeps the kid's area tidy-up. Provides consistent behavioral expectations and structure. Encourages healthy habits and hygiene. Help with homework and tutoring, optional.

Facility Management

- **Handymen CREW:** Assist with tasks to keep facility looking good. Woodworking skills, electrical and plumbing etc.
- **Janitorial CREW:** vacuuming, sweeping, and mopping floors. Dusting ceilings, light fittings, countertops, and loose furniture. Scrubbing and sanitizing toilets, sinks and kitchen fixtures. Emptying trash cans. Washing and drying windows and doors. Reporting any breakages that occur during the cleaning process. Informing supervisor of repairs that need to be done.
- **Gardening CREW:** Seasonal; plant flowers and vegetables, weed and harvest.
- **Donation CREW:** document, catalog, and organize items that are donated and provide donors with receipts.
- **Supply CREW:** organizes, stores, and distributes supplies; office, crafts, and cleaning.
- **Party Planner:** coordinate food potlucks, prepare supplies, coordinate clean up, for birthday parties or special events.
- **Grant Writer:** responsible for finding funding opportunities and writing polished proposals to earn grant money.

Technology

- **Web Designer:** develops, designs, and delivers web site structure for internet site.
- **Social Media:** designing and creating posts on upcoming and live events.
- **Security Cameras:** experience with setting up and monitoring system.
- **Graphic Designer:** design posters, flyers, and advertisements.