

Club Impact
Volunteer Jobs
Rev: 8/30/18

Monday Drop-In Night Volunteer Jobs

1. Monitor sign-in sheets and money collection
2. Hand out fliers, name tags
3. Special event registration
4. Announcements at club
5. Weekly food purchasing and transport to club
6. Weekly food pick-up at Peace House and transport to club
7. Conduct weekly supplies inventory
8. Supplies purchasing and transport to club
9. Make food items at home and transport to club
10. Prep food at club
11. Supervise participants in food set up and serving
12. Buy pizza and transport to club
13. Make pizza at club
14. Prepare pizza for serving
15. Plate birthday cake, prepare for serving
16. Clean up and put away food and food serving stuff
17. Buy bingo prizes and transport to and from club
18. Buy bingo gift cards
19. Set up bingo prize table
20. Supervise bingo games
21. Set up ping pong and take down ping pong table
22. Supervise participant jobs
23. Make photo copies of attendance forms, etc. at club
24. Welcome and integrate new providers
25. Welcome and integrate new participants
26. Manage karaoke on karaoke nights
27. Manage quiet space

Other Volunteer Jobs

1. Add people to email groups and mailing list
2. Enter attendance form info to database
3. Send out frequent short reports to INW and others
4. Develop newsletter
5. Edit newsletter, email
6. Email special events notices
7. Organize occasional Wednesday night movie nights
8. Staff occasional Wednesday night movie nights
9. Organize occasional Thursday night movie and pizza nights
10. Staff occasional Thursday night movie night and pizza nights
11. Manage club deposits
12. Manage club reimbursements
13. Develop special events
14. Club Impact presentations in the community
15. Field email and telephone inquiries for info about club
16. Schedule volunteers for club jobs
17. Orientation for new volunteers
18. Manage participant agreement paperwork
19. Conduct participant interviews
20. Photography at special events