



## **Volunteer Opportunities**

### **Elizabeth Stone House Childcare Services Volunteer**

Childcare services volunteers provide care for children whose parents attend our weekly support groups under the direction of the Director of Children's Services. Volunteers engage in creative play activities with the children in a safe, nurturing environment while parents are attending groups, workshops or individual meetings.

#### **Responsibilities and Skills Required**

- Sensitivity to the impact of family violence on children
- Willingness to interact positively with children from a variety of backgrounds
- Ability to model appropriate behavior and communication
- Demonstrated ability to establish supportive and caring one-to-one relationships with children

**Shifts Available:** Monday-Friday, 5:00pm – 9:00pm (Elizabeth Stone House requires a minimum commitment of six months).

### **Elizabeth Stone House Community Outreach Volunteer**

The development and communications department is looking for a volunteer to work closely with the Community Outreach and Volunteer Coordinator to plan, initiate and complete a variety of outreach activities.

#### **Responsibilities and Skills Required**

- Assistance with publicity and mailings
- Mailing list maintenance
- Assistance with tabling events and other tasks related to exhibits
- Set up and break down of events
- Distribution of fliers and brochures
- Provide information at resource fairs and community events
- Reproduction of flyers and other informational material

**Shifts Available:** Flexible hours desirable, ability to work evenings and/or weekends a plus.

### **Elizabeth Stone House Administrative Volunteer**

An administrative volunteer is a valuable asset to the Elizabeth Stone House. Day-to-day duties may differ by assignment.

#### **Responsibilities and Skills Required**

- Basic computer skills including Microsoft Word, Excel and Outlook
- Filing
- Clerical support
- Answering phones
- Typing
- Mailing support

**Shifts Available:** Monday-Friday 9-5 (or as needed).

### **Elizabeth Stone House Project Based Volunteer Opportunities**

Throughout the year the Elizabeth Stone House will have volunteer projects that require a group to accomplish. Opportunities like painting, yard work and cleaning are great opportunities for corporations or groups of families or friends that would like to volunteer.

#### **Responsibilities and Skills Required**

- Skills required depend on project requirements
- Minimum three hour commitment

**Shifts Available:** These opportunities are throughout the year. Volunteers who are interested will be put on a list and called two weeks prior to the opportunity with a date and time.