



10045 N State Road 27 Suite 300, Hayward, WI 54843 Phone: (715)634-2681 Email: director@nwnewlife.org

## VOLUNTEER POSITION DESCRIPTIONS

*There are many ways you can volunteer with New Life!*

**1 Peter 4:10**, NIV: "Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."

**Receptionist:** this volunteer position may not seem like it entails too much, but it is a great help and relief to staff when they know someone is covering the front desk when they are spread thin!

- **BASIC DESCRIPTION:** Help answer the telephone and greet walk-ins when staff is occupied with clients
- **DUTIES:** sitting at the front desk, taking messages, and answering basic inquiries
- **FREQUENCY:** as needed basis during busier weeks; we can usually let you know if we will need you at least a couple days in advance.

**Office Housekeeping:** New Life does not pay for janitorial services, so it is so very helpful when volunteers help clean the office!

- **BASIC DESCRIPTION:** light housekeeping chores
- **DUTIES:** vacuuming; dusting; cleaning sink & toilet in the restroom; laundering towels; emptying trash
- **FREQUENCY:** weekly or bi-weekly during regular center open hours

**Fundraising Events:** New Life hosts three fundraising events annually and are always in need of helpers. Fundraising events are detrimental to keeping our center open!

- **BASIC DESCRIPTION:** helping bring our fundraising events to life from planning stage to running the event
- **DUTIES:** working prior to the event with staff and Event Planning Committee to organize the event; helping promote the event; and physically working the event
- **FREQUENCY:** Current events include 1) Annual banquet in Spring. 2) Baby Bottle Campaign. 3) Walk for Life. Event Committee meetings take place monthly.

**Baby Boutique Donations:** Part of our 'Earn while you Learn' educational curriculum for our clients includes redeeming points earned for donated baby essentials in our baby boutique.

- **BASIC DESCRIPTION:** Sorting & organizing donated items such as clothing, blankets & other essentials
- **DUTIES:** sorting donated items and inspecting for cleanliness; organizing & merchandising items in the boutique; laundering donated clothing.
- **FREQUENCY:** monthly and/or as needed.

**Client Side-by-Side:** our clients need kind, compassionate Christ centered individuals to listen & talk with them about difficult life situations they may be facing and to coach them through the educational lessons the center provides.

- **BASIC DESCRIPTION:** Client Advocates should complete our training program to aid them in working with clients during their educational lessons
- **DUTIES:** talking, listening & praying with clients; setting up DVD lessons, reviewing lesson worksheets with client, talking through discussion points with client
- **FREQUENCY:** Client appointments are set daily during regular center hours of operation; Volunteers can designate a day that works best for them and then staff will notify as appointments are set

**Board of Directors:** The business and affairs of the corporation are managed and controlled by a Board of Directors.

- **BASIC DESCRIPTION:** The New Life Board of Directors is both a governing and working team. Members must be 18 years of age and a professing Christian of sound character.
- **DUTIES:** attending monthly meetings, discussing and voting on all business and affairs of the organization. Representing the organization to the community and fundraising.
- **FREQUENCY:** One term is 3 years, and a member may only serve 2 consecutive terms. Board members are expected to attend 1 meeting per month taking place the 2<sup>nd</sup> Tuesday of the month at 5PM, lasting for approximately 1 hour.

**Picnic Table:** a quarterly event during our evening men's or women's group inspiring community and connection for our clients with others who may be facing the same life challenges.

- **BASIC DESCRIPTION:** A fun event where you can do a craft, have a light supper and chat with others.
- **DUTIES:** Help babysit client children during the craft project. Provide lunch for a group of 10-15 participants. Offer to teach a craft!
- **FREQUENCY:** occasionally during the evening men's or women's group..

**Men's or Women's Group:** monthly group event inspiring community and connection for our clients with others who may be facing the same life challenges.

- **BASIC DESCRIPTION:** A place where you can chat with others, learn something new and build new friendships.
- **DUTIES:** Help babysit client children at times or be part of an activity.
- **FREQUENCY:** The 1<sup>st</sup> Thursday of every month from 5:30PM-7PM for women or the 4<sup>th</sup> Thursday of the month from 6:00PM – 7:30PM for men. ( when we have at least 3 dads able to participate)

**Church Liasons:** Connecting your church to the New Life Center

- **BASIC DESCRIPTION:** Sharing our information with your congregations, organizing prayers for New Life
- **DUTIES:** Find ways for your church to make connections to support New Life clients or to welcome them to church.
- **FREQUENCY:** Regular connections determined by your church- maybe monthly or quarterly.

**Public Relations:** Throughout the year, New Life has opportunities to participate in Health Fairs and Community Booths in their own county or state. Public Relations Volunteers represent New Life at these events by passing out information and telling others about the organization.

- **BASIC DESCRIPTION:** Sharing our information about New Life within our communities.
- **DUTIES:** Engaging the public in discussion about the center and sharing materials.
- **FREQUENCY:** Frequently throughout the year.