



St. John the Evangelist Homeless Shelter

Located at 411 St. John Street (Access on 400 block of South Jefferson Street)

Mailing Address: PO Box 1743

Green Bay, WI 54305

Phone: (920) 436-9344

Email: sjehs@stjohnhomelessshelter.org

www.stjohnhomelessshelter.org

VOLUNTEER INFORMATION (2011/12 Season)

Thank you for your interest in volunteering at St. John the Evangelist Homeless Shelter! There are numerous ways and various times of the day that you may get involved at the shelter. (Note that volunteers do not work between 10:00 pm and 6:00 am.)

Volunteers must be adults (18 years old) in order to volunteer on site at the shelter. All new volunteers must complete an application and agree to a background check. Return completed applications to St. John Homeless Shelter (“Attention: Volunteer Coordinator”). Please allow one week to process your application. Once a background check is completed, the Volunteer Coordinator will contact you and you will be able to select the way(s) that you’d like to volunteer. Please note on your application which options you are interested in on the last page of the application. If you do not hear back from the Volunteer Coordinator one week after submitting your application, please contact the shelter. Feel free to call the shelter at (920) 436-9344, or email VolunteerCoordinator@StJohnHomelessShelter.org with any questions, concerns or assistance in determining your volunteer niche at the shelter.

The following options are ways to become involved at the shelter:

OPERATIONAL VOLUNTEER (*work while guests are at the shelter*)

- **Hospitality:** Provide a welcoming place for the guests by assisting the staff with guest check-ins; welcome groups that bring evening meals; fill guest requests; monitor locker rooms; spend time playing cards, games or sharing a friendly conversation with guests.
- **Morning Meal Server:** Set out and serve a continental breakfast; clean up and restock kitchen.
- **Evening Meal Server:** Set up the kitchen in preparation for the evening meal; heat leftovers or serve the meal that the meal preparation group delivers but is unable to serve; clean up and restock kitchen.
- **Classroom Aide:** Assist guests as they study for their GED, complete job or housing applications, create resumes and work on literacy skills.
- **Health Outreach Assistant:** Assist Health Outreach professionals by locating guests when it's their appointed time to meet with one of the professionals; make copies of necessary paperwork.
- **Interpreter:** Be available to interpret for guests. (Spanish, Hmong, Russian, Sign language)

NON-OPERATIONAL VOLUNTEER (*work while guests are not at the shelter*)

- **Inventory:** Meet Monday and/or Thursday mornings (mid Sept.–mid May). Sort and organize donated items; help with basic cleaning needs.
- **Laundry:** Work during the mornings doing laundry; assist with other jobs as needed.
- **Office/Receptionist:** Answer the door and phone; assist with donation collection and some light clerical duties.
- **Fix-it:** Work on miscellaneous repair and maintenance projects as needs arise.
- **Van-Trucker/Hauler:** Be on call to provide a truck/trailer or to help move furniture, equipment or misc. items.
- **Landscaper:** Be on call to help with planting, raking or other sporadic outdoor projects.
- **Cleaning:** Assist with routine cleaning weekly.

PLEASE NOTE: **Meal Preparation** volunteers do NOT need to complete an application. Instead, contact the Meal Coordinator, Mike Westenberg, at Meals@StJohnHomelessShelter.org or at (920) 435-6811 x306. Information pertaining to meal preparation volunteers is also available on our website at www.StJohnHomelessShelter.org. (Meals are prepared off-site, brought to the shelter, and usually served by members of a group.)

The shelter staff looks forward to working with you at St. John Homeless Shelter to provide a safe, warm, and welcoming home to those who have nowhere else to go!