



Volunteer Opportunity List

Adopt-A-Graduate Shower *(on going)*

Do you like to shop?

Provide program graduates with grocery store gift certificates, basic starter kitchen items, linens, and other items necessary for independent living.

Adopt-A-Room: Interior Décor *(on going)*

Are you creative and artistic and want to share that with our women?

Analyze resident's rooms: determine what furnishings are needed, what is not operational; solicit donations, coordinate tasteful look with matching bedding, lamps, curtains, blinds, mirrors, etc.

"A Home for the Holidays" Gala Committee (July – November)

Sponsorships, raffles, and an exciting auction - Our biggest fundraiser of the year – are you in?

Multiple committees to select from: Auction, Decorations & Linens, Marketing and Program, Opportunity Drawing & Chance Baskets, Publicity-Social Media, Sponsors & Underwriters, Staff sub-committee, Venue, and Volunteers.

Clothing Boutique *(on going)*

Are you an organizer?

Sort donated articles, hang up on appropriate rack; maintain order in Boutique; periodically rotate items, taking old items to Thrift Shop.

Computer Tutoring *(on going)*

Been called a computer whiz?

One-on-one tutoring for Word, Excel, Power Point, Access, internet skills, Resume software, and/or business writing.

Day of Beauty

Put your talents to an awesome use

Provide new residents with haircuts, manicures, pedicures; put together interview outfits from WISEPlace Clothing Boutique.

Filing/Organization/Copying, etc. *(on going)*

Are you neat, tidy, and organized?

Light office work such as: basic filing, organizing, copying, and scanning.



Garden Maintenance

Like to get your hands dirty?

Prune, water, plant and harvest as needed.

House Meeting Guest Speaker

Do you have something to share? Knowledge is empowering!

Help teach a Life Skills classes held Wednesday nights from 7 to 8:30 p.m. Speak on your subject of expertise; Career Development, Education, Health, Nutrition, Beauty, employment readiness, financial well-being, psychological health, housing, family systems, personality assessments, anger management, substance abuse, STD's, women's health issues, legal issues, tax questions, credit repair, and more.

Reception Desk (on going)

Do you have a smile in your voice?

Answer phones once a week for 2+ hours. Week days or week-ends between 9 a.m. and 9 p.m. Includes light office assignments.

Semi-Annual Safety Check-Up

Is "safety first" your motto?

Completed in January and June as well as checking on the emergency kits, smoke alarms and fire drill.

Special Event Assistant (July – November)

Are you an event planner (at least in your heart)?

Help Staff plan all aspects of our annual gala and other major WISEPlace events.

Tech Support, Hardware Maintenance, & Trouble Shooting (as needed)

Calling all computer experts!

Help troubleshoot computer hardware problems, maintain anti-virus software, and offer technical advice as needed for 9 staff computers and 1 network server.





Group Activities

Ambassador Program: Community Fair

WIEPlace gives women their lives back. Want to help us get the word out?

Group set up and represents WISEPlace at local events as needed. All materials provided. Generally 2 – 4 hours per fair located throughout Orange County.

Christmas Wrap-Party (annually)

Do you LOVE to wrap presents?

This is a group project available to spend one day wrapping gifts for Christmas participants.

Mailings – Year End (annually)

Can be great fun – really! (a non-profit staple)

Help assemble year-end mass mailing, copy, stamp, seal, and delivery to the Post Office.

Painting: Indoor/Outdoor

Like to paint?

Group project using donated paint, help update indoor/outdoor with finish coat of paint.

Resident Special Event

Do you throw a great party?

Plan existing or special events such as Christmas in July or graduations. Offers Staff assistance and support.

Semi-Annual Garden Planting

Have a green thumb?

Plant in the spring a garden of herbs, vegetables in pots and brick planter beds.

Week-end Meals (on going)

Do you LOVE to cook for a crowd?

Prepare and deliver meals for residents on Saturday or Sundays, once or more each year.

