

VOLUNTEERING



"Alone we can do
so little; together
we can do so
much."

Helen Keller

YELLOW ROSE: Cheering People Up ♦ YELLOW: Feelings of Joy & Delight

Front Office Coordinator (FOC)

- Welcome program participants
- Sort & distribute mail
- Answer telephone & take messages for staff & participants
- Help *Next Step* Program prospective participants complete the registration form

Resume Writer

- Help participants develop a professional chronological or functional resume in a clear & readable format
- Help participants create cover letters
- Assist participants with the online job search & application process

Casework Associate

Performs basic casework functions including:

- Intake & Assessments
- Goal & next step development
- Ongoing sessions & follow-up
- Database entry

Executive Assistant

Assist the Program Director with:

- Copying & Scanning
- Making Outreach Calls Assist with Planning &/or Attending Events
- Writing/Editing

Administrative Assistant

- Scan intake documents & consent forms
- Ensuring proper filing of folders
- Enter intakes & other information into databases
- Make appointment reminder calls

Outreach Assistant

With guidance from the Lead Caseworker &/or Program Director

- Contact community organizations &/or attend community events to spread the news about SMGW Services
- Make phone calls to community partner organizations &/or potential participants
- Hand out flyers about SMGW services in the community

Handy Person

Wide range of minor repair & general maintenance skills such as:

- Yard work
- Changing light bulbs
- Installing blinds
- Spackling & touchup painting

Other ways to Contribute

- ETH • 5K Walk/Run • Special Project

Contact: Sy Jones, Volunteer Manager at sjones@samartianministry.org
202.722.2280 x314, or complete a Volunteer Inquiry Form
at <http://samaritanministry.org/volunteer-inquiry>.

**SAMARITAN
MINISTRY**
of Greater Washington

NEEDED

FULL SIZE

TOILETRIES

For your convenience you may go to SMGW's Amazon Toiletry List

www.amazon.com

Right Side • Click "Accounts & Lists" ♦ Under "Your Lists" • Click "Find a List or Registry"
In Search Box Type: "Samaritan Ministry" & Hit Enter



Click on 3 Step Icon Samaritan Ministry of Greater Washington ♦ Click on Toiletries and More

IMPORTANT: Please check the box indicating **NO Weekend Delivery**



Toothbrushes ♦ Toothpaste
Alchol Free Mouthwash ♦ Lotion



Men and Women

Bar Soap ♦ Body Wash ♦ Deodorant
Disposable Razors ♦ Shaving Cream &/or Gel



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