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
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
Alcohol Free Mouthwash ♦ Lotion

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

Contact: Sy Jones, Volunteer Manager at sjones@samartianministry.org
202.722.2280 x314.