



## **VOLUNTEERS**

### **Immediate Needs**

*"One Gets More Than One Gives! A Good Way to Provide Service"* Southeast Office Volunteer

### **SOUTHEAST OFFICE**

#### **Front Office Coordinators**

Welcome program participants & offer individual attention • Sort mail • Answer phones  
• Take messages for staff & participants • Show the *Next Step* Program video to perspective participants • Help perspective participants complete the *Next Step* Program registration form

#### **Building Manager**

Regular office maintenance (check windows, working condition of furnace and air conditioning)  
• Grounds • Supervise One Time Only fix up projects

### **HOLIDAYS**

#### **Christmas Parties Assistant**

Support Volunteer Manager in a wide range of clerical duties including registration, sign in sheets, vouchers and nametags

#### **Carolers**

We are looking for a partner to organize Carolers for the Southeast Party (1-3 people)

#### **Pick Up and Delivery Person**

To pick up and deliver food baskets, toys and gifts from donors and deliver to various SMGW offices  
Weekday Between 10:00 am – 4:00 pm

**Donations Needed**  **Cloth/Fabric Bags for Food Baskets**

**For more information contact:**

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