



**DESC**  
opening doors to end homelessness

# Volunteer Opportunities

DESC volunteers help provide opportunities for residents and clients to develop relationships with their community. By providing a listening ear and a kind smile, volunteers help the men and women at DESC increase their confidence and help them face their day-to-day challenges.

## Contact

Volunteer Coordinator  
volunteer@desc.org  
or via our website at  
[http://www.desc.org/volunteer\\_individuals.html](http://www.desc.org/volunteer_individuals.html)

## Individual Positions

Volunteers agree to a six-month commitment, must be dependable, have good communication skills and be able to maintain appropriate boundaries with clients. Volunteers must be comfortable working with clients and staff from various backgrounds. No experience or training is needed for volunteer positions, unless otherwise stated.

### Shelter Support Assistant

**Emergency Shelter: 517 3<sup>rd</sup> Ave.**  
M – Sun | 9-11am, 1:30-3:30pm, 7-9pm most days  
2 hrs/wk minimum  
Interaction Level: ★★★★★

Works behind the coffee counter helping clients by both conversing and providing coffee, towels, hygiene supplies, mail and books/games.

### Breakfast Assistant

**Connections: 505 3<sup>rd</sup> Ave**  
M – F | 7:30 – 9am  
2 hrs/wk minimum  
Interaction Level: ★★★★★

Assists staff in preparing, serving and doing dishes after a light breakfast (cereal, fruit, cheese) for Connections clients.

### Laundry Assistant

**Connections: 505 3<sup>rd</sup> Ave**  
M – F | 7:30 – 9am  
2 hrs/wk minimum  
Interaction Level: ★★★★★

Performs laundry services at Connection's hygiene counter ensuring clothes are properly washed, dried, folded, and labeled. Provide clients with friendly conversation, towels, and hygiene supplies.

### Clothing Closet Assistant

**Emergency Shelter: 517 3<sup>rd</sup> Ave.**  
M-F | Flexible between 9am – 5pm  
2 hrs/wk minimum  
Interaction Level: ★★

Provides assistance to the Shelter by keeping its Emergency Clothing Room stocked and organized. You'll size, organize, and move items between DESC core downtown buildings and the Emergency Clothing Room.

### Administrative Assistant

**Admin Building: 515 3<sup>rd</sup> Ave**  
M – F | Flexible between 9am – 4pm  
2 hrs/wk minimum  
Interaction Level: ★★★★★

Assists with the front desk at the Administration office, assist clients, answer phones, and assist with other office duties. Must have excellent customer service skills.

### Donations Processing Assistant

**Fund Development: 5270 Rainier Ave South**  
M – F | Flexible between 9am – 5pm  
2 hrs/wk minimum  
Interaction Level: ★

The Donations Processing Assistant helps identify top quality clothing donations for our thrift store, *Pioneer Thrift*, as well as sorting the bulk of donations for our shelter and housing programs or re-donation to other charities. Ability to lift 20lbs a plus and work independently a must.



## Pick-up Driver/Assistant

**Fund Development: 5270 Rainier Ave South and 515 3<sup>rd</sup> Ave**  
**M – F | Flexible between 9am – 5pm**  
**2 hrs/wk minimum**  
**Interaction Level: ★**

Handles directly or assists in the retrieval of donated clothing/hygiene items from area stores/hotels and delivers them for processing at our fund development office and our Pioneer Thrift Store. Vehicle is provided and driver insured by DESC. Washington State Drivers License, clean driving record, and ability to lift 20+ lbs a must.

## Crisis Solutions Center Support Assistant

**Crisis Solutions Center: 1600 Lane Street S**  
**M – Sun | Flexible between 9am – 9pm**  
**2 hrs/wk minimum**  
**Interaction Level: ★★★★★**

Assists guests w/use of the restrooms, showers, phones, computers, TV and other activities. Support staff w/serving and cleaning up after meals. Support staff in bed turnover including wipe down of bedding surfaces and new linens. Maintain donations room as well as wash and sort laundry. Provide clerical support including copying/filing.

## Data Entry/Fundraising Assistant

**Fund Development: 515 3<sup>rd</sup> Ave**  
**M – F | Flexible between 9am – 5pm**  
**2 hrs/wk minimum**  
**Interaction Level: ★**

Assists the Fund Development team in data-entry (entering new information and updating past entries according to current standards), donations drives, and online marketing. Experience with Salesforce a plus and ability to work independently a must.

## Meals Assistants

**Aurora House: 10507 Aurora Ave.**  
**Lyon Building: 607 3<sup>rd</sup> Ave.**  
**Cottage Grove Commons: 5444**  
**Delridge Way SW**  
**Interbay Place: 2208 15<sup>th</sup> Ave W**  
**M – Sun | 5 – 7pm**  
**2 hrs/wk minimum**  
**Interaction Level: ★★★★★**

Helps make dinner a combination of cooking, serving and enjoying a well prepared meal with residents, and then bussing tables and cleaning up after the meal.

## Coffee Counter Assistant

**Morrison Building: 509 3<sup>rd</sup> Ave**  
**M – Sun | Flexible between 9am – 5pm**  
**2 hrs/wk minimum**  
**Interaction Level: ★★★★★**

Works behind the coffee counter helping clients by both conversing and providing coffee, snacks, hygiene supplies, and books/games. Emphasis is on using coffee/snacks to engage with more reclude clients and build greater sense of community.

## Donations Drive Captain

**Remote: Work from Home**  
**M – Sun | Flexible between 9am-5pm,**  
**Flexible hours increasing during peak drive times, particularly winter and summer months**  
**Interaction Level: ★**

As drive leader, you would help the in-kind gifts manager develop fliers, promote the drive, and do some virtual 'cheerleading' to raise awareness. Each donations drive typically lasts 2 weeks to one month with the needs ranging from winter coats/socks to hygiene and household items. With over 1500 people served daily, the need is great



## Agency Wide Opportunities

DESC has a need for volunteers who can provide their specialized services on an ongoing basis. All activities and groups can be flexible to your schedule. Here are some of the specific skills and possible activity groups we are looking for, with a minimum commitment of once a month for 1 to 3 hours:

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 or via our website at  
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- **Hair Stylist:** The agency needs hair stylists with a current license to come once a month to different agency sites to cut the hair of residents and clients. Some sites would be able to provide haircutting tools.
- **Massage Therapist:** Must be licensed and comfortable working with homeless populations.
- **Exercise Instructor:** Yoga, aerobics, meditation, etc. Whatever you have an interest and experience in teaching; we would gladly welcome your help.
- **Music:** Many projects have a piano and residents willing to learn. Singing groups can also be quite popular.
- **Computer Training:** For clients or staff for Windows based system using Word, Excel, Internet and social media.
- **Garden Volunteer:** Have a green thumb? We have gardens at various housing projects that need some. Also great opportunity to teach residents the art of gardening.
- **Arts and Crafts Coordinator:** Provide weekly projects for residents. Tasks include planning project, advertising it to residents, gathering weekly supplies (of which we have some), setting up project in community room, and participating with residents until completion.
- **Recreation and Activities Assistant:** Assist staff with planning and facilitating afternoon outings with residents. The volunteer will assist staff in transporting and participating in the activity with residents.
- **Bingo Activity Leader:** You'll have fun leading Bingo activity for residents at various projects. You'll set up, call numbers, and distribute prizes (provided by DESC).
- **Club Coordinator:** The Club Coordinator leads a weekly meeting/activity at various projects. Possible clubs are a Book Club, Cooking Club, Writing Club, etc. Club Coordinator is responsible for setting weekly agendas and leading the meeting.

Didn't see a position you like?

Have special skills to share?

We are always looking for suggestions for volunteer positions and want volunteers to be able to share their skills. Let us know by contacting us at [volunteer@desc.org](mailto:volunteer@desc.org)

## Group Volunteer Opportunities

Religious, civic, business, and professional groups regularly help with seasonal cleaning, maintenance and other special projects. Groups can choose to make a one-time commitment, or to build a longer relationship with DESC and the people we serve.

### One-Time Groups

These projects are mostly maintenance (cleaning, painting, organization) or other special projects (meals). One month notice is needed to properly plan a group project of this kind. Volunteer groups are approved on a project availability basis. They typically work best for 5-15 volunteers and occur either morning or afternoon weekdays, with some evenings and Saturdays available. All volunteers must be 18 or older. Reoccurring groups can be arranged on a monthly or quarterly basis. Please contact our Volunteer Coordinator or complete online inquiry at [http://www.desc.org/volunteer\\_group.html](http://www.desc.org/volunteer_group.html) if interested.