



## **SVDP VILLAGE VOLUNTEER GUIDELINES**

We want your volunteer time to be productive as well as a wonderful experience for you. The Society of St. Vincent de Paul is an international Catholic lay volunteer organization founded in France by Frederic Ozanam in 1833 to serve the poor. Please read the pamphlet included in your volunteer packet to familiarize yourself with the work done by the Society.

For questions, comments and suggestions please contact:

Village Coordinator: Earnest Dyer  
605 Blue Bell  
Houston, Texas 77037 281-447-3511

**Hours of Operation:** Volunteer services will be performed between 8:00 AM and 5:00 PM Monday through Friday. Any deviation from this schedule will be approved by the Director.

**Dress Code:** Dress neatly and comfortably. We suggest pants, jeans, tee shirts (no messages), blouses, collared shirts, etc. Appropriate shorts are allowed (no short shorts). No open toed shoes are allowed. Remember you are representing the Village while working with other staff, residents, and the general public.

**Sign-In:** Record your volunteer hours on the form furnished to you at our Community Center Office. Please honor your volunteer commitment since we are counting on you to be here when you are scheduled.

**Volunteer Job Descriptions:** The volunteer jobs are available to cover a broad range of activities and talents.

**Maintenance Support:** Under the direct supervision of the Property Manager and working with General Maintenance Staff. The position performs duties that contributes to our maintaining our buildings and grounds in a highly serviceable condition.

**Administrative Assistance:** Under the direct supervision of the Property Manager and Director. The position performs duties in the office including reception, word processing, filing, food bank support.

**Education Assistance:** Under the supervision of the Education Coordinator and working with the Teachers. The position performs duties that include tutoring, classroom support, and administrative duties.

***Thank you for your commitment to the Mission and operations of the Society of St. Vincent de Paul Village***

***WE LOOK FORWARD TO WORKING WITH YOU!***