



The Society of St. Vincent de Paul Galveston-Houston Council
(713) 741-8234

VOLUNTEER JOB DESCRIPTIONS:

The volunteer jobs available for serving our neighbors in need cover a broad range of activities and talents. We need many hands to make the relief operations efficient. Listed below are brief descriptions for some of these opportunities.

In Kind Donations Sorter: Assist in accepting donations from donors and recording accurate donor information. Help to sort through the donations including furniture, clothing, household items, etc. and decide what will be used for referrals and what needs to be discarded.

Merchandise Monitor: Perform a variety of routine, structured tasks in connection with the operation of the Relief Centers. Help maintain the physical appearance of the Relief Centers by dusting, arranging, and organizing donated items

Voucher Referral Specialist: Assist those affected by Ike with choosing clothing, household items, etc.. at one of our Relief Centers. Assist in providing the appropriate referral donations requested by member Conferences and ensure that the clients are given everything they need in a dignified and positive manner.

Warehouse Warriors: Help to repair donated items when possible. Typical items to be repaired are household items, lamps, furniture, etc. This volunteer would also check to see if TV's, large appliances, stereos, etc. are in good working condition or need minor repairs. Also assemble new furniture items. (May require heavy lifting)

Truck Drivers: Assist the SVdP Truck Drivers to pick-up donated items throughout the Houston area. Assist with the delivery and distribution of relief items to shelters, pantries and persons in need. (Will require heavy lifting)

Food Distributor: Assist SVdP pantries by sorting and preparing meal boxes for individuals and families in need. Assist in the distribution of food boxes to hurricane victims and shelters. (May require heavy lifting)

Make Ready Crew: Assist the SVdP Village staff by preparing housing units for homeless families seeking shelter. Includes cleaning, painting and furnishing each unit. (Could require heavy lifting)

Office Assistant: Direct incoming callers requesting assistance to nearest SVdP Conference and other service agencies. Keep caller log and intake/referral info. Make copies, assist with "thank you" correspondence for all donations.

Home Visitor: Visit displaced families, elderly and sick in their homes to eliminate the long lines for assistance. Intake all needs and refer to proper service resources. Issue vouchers for clothing, furniture and household items. Bring spiritual items and offer prayer.