



CHILDREN'S HARBOR VOLUNTEER OPPORTUNITIES

Weekend Assistant

Support the HP's with the activities on the weekends. This includes but is not limited to, playtime with the children (inside & outside), homework help, reading time, light household chores, dinner preparations, etc.

Must be 18+ years old
Saturdays 4-8pm & Sundays 3-6pm

Development Assistant

Assists Children's Harbor's Development Team with reconciling and filing donor "thank you" letters and donation forms; sort through donations that CH receives and place them in the appropriate home, and/or storage room; sort through and organization grant filing cabinet.

Minimum 1 day per week- 2 to 4 hours

Maternity Assistant

Assists the Residential Maternity home with taking care of the teenagers babies (newborn- 2 years old) while the teens participate in their groups and therapy sessions. Also assist the staff with light household chores and dinner preparations.

Must be 18+ years old
Monday - Thursday, 7:00pm to 9:00pm

Homework Helper

Assists each child with their homework. The children will be split up into two groups, grades K-3 and grades 4-5. One to two volunteers are needed per home per day. The volunteers are responsible for reporting back each child's progress to the House Parents.

Must be 18+ years old
Monday- Thursday, 3:00 to 4:00pm

Residential Assistant

Assists the Residential Supervisor with administrative tasks, this includes but is not limited to organizing and compiling client files, making telephone calls, database entry, volunteer scheduling, faxing documents, shredding, and other miscellaneous job duties.

Must be 18+ years old
Tues.- 2pm to 4pm; Thurs.- 3pm to 5pm;
Fri.- 4pm to 6pm

Family Strengthening Administrator

Provides administrative and clerical assistance to the Family Strengthening department. Assists with basic clerical duties (i.e. creation of new client packets, copying, filing, telephone calls etc.) and basic administrative duties.

Tuesdays and/or Thursdays 10am to 2pm

Please Note:

A background check is required at a cost of **\$73.25** for ALL volunteer positions.

Playtime Volunteer

Assists the HP with keeping the children occupied after homework time and before dinner. The playtime volunteer plays games with the kids, plays sports outside, plays on the playground, plays videogames, etc.

Must be 18+ years old
Monday- Friday; 4:30-6:00pm

Program Assistant

Assists with organizing and assembling binders and manuals, preparing for monitoring's, licensing's and audits; provides CQI task support; provides support to Program Director; creates packets for training, new hires, and groups; creating forms; shredding and filing assistance.

Must be 18+ years old
Tuesday or Thursdays 10am to 2pm

HR Volunteer

Supports the day-to-day operations of the offices, and facilities while providing support to the Residential Program. Assists the Office Manager with filing, standard maintenance calls, IT technical support, general HR and administrative tasks.

Must be 18+ years old
Thursdays 11am to 3pm (flexible)

If you are interested, please contact the Development Coordinator at (954)252-3072 ext. 213 or at tpiana@childrensharbor.org.

