

Volunteer Opportunities

Check out the variety of ways you can volunteer with the St. Vincent de Paul.

Food Pantry Projects

Our Food Pantry is constantly in need of volunteer help.

- **Processors** to sort, inspect and organize food drive contributions
- **Stock clerks** to fill our shelves and inspect/replace perishable goods
- **Earned Benefits interviewers**
- **Shopping hosts** to guide shoppers and explain food pantry shopping procedures
- **Helpers** to assist shoppers with loading their groceries.

Volunteer slots fill up quickly, especially on Saturdays, so please have more than one available date in mind when you contact us. We will do our best to accommodate you!

- **VITA Free Tax Preparation**

During tax season SVdP collaborates with the Atlanta Prosperity Campaign in offering valuable assistance to people in most need in our community. We need:

- **Greeters** to verify that all documents are available to prepare each return.
- **IRS Certified Tax Preparers**, trained in January each year at no cost to volunteer in training.
- **Quality Assurance Reviewers** to ensure all information is properly recorded and calculated.

- **Learning Center Volunteers**

You can help eager adult students expand their horizons. Volunteer instructors are needed for a wide range of classes. Previous teaching experience is helpful, but not required.

Linguistic

Classes include English as a Second Language, beginner, intermediate and advanced; adult literacy.

GED

GED classes are taught to assist those who have not completed high school, preparing individuals for better job opportunities. This class is offered in Spanish.

Computer Classes

Computer Classes are offered introducing individuals to the computer and guiding them through basic software such as Microsoft Word and Excel. Volunteers are needed to lead these classes as well as develop other computer skill classes.

Life-Skills

Workshops such as budgeting, nutrition, goal setting, job search, resume writing and employment skills are being developed. Volunteers are needed to assist in both the development process as well as leading the workshops.

- **Administrative and Office Volunteers**

St. Vincent de Paul values the support of volunteers in the administrative offices. Volunteers are needed for clerical tasks such as data entry, copying, research, making telephone calls and filing. Office volunteers are needed weekdays from 8:30am until 5:00pm for minimums of two hours per shift and with some regular frequency (weekly or monthly)..

- **Fund Raising Office Assistant**

The Office Assistant will work with the Development Director and Associate to organize files, learn the fundamentals behind grant writing and will have the opportunity to train on the Raiser's Edge database. This project will require availability approximately 4 hours per week.

- **Finance Assistant**

A critical need for a financial assistant to help through the year, especially during November and December to help prepare for the SVdP annual audit. Monthly assistance is needed 3-4 hours per week and increases to 8 – 10 during audit preparation. Specific tasks include photocopying, collating, documented filing of prior annual records and creation of new current files, as well as other basic office tasks.

- **Thrift Store**

Volunteers are always needed in our Chamblee thrift store to serve as a cashier, display merchandise, pricing analysis, stocking and refreshing merchandise, customer assistance and general facility maintenance. This is a great way to see be the first to see the great new to you bargains the come through our doors as well as the brand new factory overstocks, and close-outs we offer every day!

- **Merchandise Donations Assistant**

Our busy merchandise donation center needs volunteers with excellent office, customer service and telephone skills. Volunteers accept donations of furniture, house wares, and other items for sale in our thrift store, which allows us to serve people in need throughout Atlanta and North Georgia. You will assist in filing and other general office work, screening phone calls from potential donors, and arranging for furniture pick-up.

- **Donation Center Volunteers**

This is an ongoing opportunity available for individuals or groups to sort and organize merchandise for delivery to one of our 9 Thrift Stores. Donated merchandise includes books, clothing, household goods, furniture, electronics, computers and peripherals, plastics, toys and other items. Volunteers are needed on Mondays and Wednesdays – Saturdays between 10 am until 5 pm. (Closed on Tuesdays.)

- **Special Events and Opportunities**

Our Volunteers have the opportunity to work some of the most fun and entertaining events in the Metro Atlanta Area, including the Annual Hunger Walk, SVdP Night at the Braves, Benefit Concerts held at venues such as the Atlanta Symphony Hall and many others. Not only do volunteers get to enjoy the benefits of being involved in our special events, they also enjoy the knowledge of the valuable assistance they provide to those most in need in our community.

- **Facility Maintenance Volunteers**

Volunteers are needed to help keep the Conference Support Center office in good condition and pleasant to visit. Skilled workers are always needed for interior painting, carpentry, plumbing, electrical and other projects.