

Current Volunteer Roles



CORE El Centro's healing environment and accessible services derive directly from the hundreds of volunteers and the many hours contributed each year. Volunteer in-kind services contribute to over \$300,000 of our operating budget! Not only does the volunteer program serve the community, but it also offers volunteers an opportunity to be a part of co-creating the healing services and environment that make CORE El Centro so special.

In general, volunteers are asked to serve for a minimum of four hours per month, on a weekly or bi-weekly basis, for three to six months. Most roles require orientation and paperwork including a background check or background check waiver if less than 18 years old.

Occasional one-time volunteer opportunities for special events also exist. Further details on specific roles are available below.

Current volunteer opportunities:

Occasional Volunteer Roles

- **Rooftop Garden Weeding and Harvesting Volunteer-** the 3rd Saturday of each month from May-September, volunteers are needed to weed and work in the garden from 9:00am-11:00am.

This is a drop in opportunity. The garden season runs from late March through September or early October. If needed, rooftop garden training will be provided.

- **Weekly Rooftop Garden Watering Volunteer-** volunteer shifts are available for watering in the rooftop garden from June-September. Volunteers are asked to make a commitment of one weekday per week, which allows the organization to maintain a consistent watering schedule. Watering time is flexible, but between 9:00am and 12:00pm is preferred. Volunteers do not need to come on rainy days. It takes about 30- to 40-minutes to sufficiently water the garden. Additional time can be spent weeding if a volunteer is interested in that as well. Requirements: ability to take care of oneself in hot and sunny conditions (sunscreen is available on-site. Please bring a water bottle as well, as a water dispenser is available for volunteers to use). If needed, rooftop garden training will be provided.
- **Kids Summer Camp Volunteer-** volunteers are needed for several weeks from the end of July to the beginning of August to assist with our kids' summer camp, which focuses on areas such as Holistic Movement, Gardening and Cooking for children and early teens. Volunteer roles can be hands-on working with the children or behind the scenes. Roles include helping with check-in, dish washing, food preparation, garden activities, crafts, and general class assistance. A flexible schedule can be worked out in advance. Volunteers can assist for as little as an hour a day for a few days, to multiple hours each day over the two weeks depending on interest and availability. Bilingual skills would be helpful for some roles but are not required. Requirements: reliability and timely communication is requested if volunteers cannot attend a shift. Initial orientation and training will be provided (actual volunteering dates still pending).
- **Outreach Volunteer-** attend events in the community to share information about CORE El Centro programs and services. This is an occasional volunteer role. Events are usually on weekends. Also, may be asked to make outreach phone calls to clients during the week.
- **Family Cooking Class Volunteer-** (usually on a Saturday of each month at 1pm) assist cooking instructor with set-up and take-down of the class. Lend a hand with miscellaneous tasks the cooking instructor needs, which at times may be to support families with their children as the families are following cooking instructions.
- **Food As Medicine Volunteer-** (usually on the third Thursday of each month at 6pm)-assist the cooking instructor with set-up and take-down of the class. Lend a hand with miscellaneous tasks the cooking instructor needs such as finding cooking supplies and ingredients before and during the class.
- **Translation Volunteer-** assist with translating documents (flyers, health education material and other necessary material for the organization) from English to Spanish or Spanish to English. This

role can be done remotely. There is a written assessment required with a specific amount of time to complete it. The potential volunteer is given a document to read and translate.

- **Photography Volunteer**-take pictures and/or video at events and movement classes for use with social media posts and printed marketing materials.
- **Specific Task or Special Projects for a Department Volunteer**- depends on department/program and staff needs at that time. Specific tasks or special projects may come from the outcomes, holistic exercise and nutrition, children's and family wellness, outreach, fund development, human resources or program director's offices.

Ongoing Volunteer Roles

- **Bodywork Practitioner Volunteer**- share massage, acupuncture or energy work with clients. Appropriate training and licensure are required as well as a 6-month commitment to a weekly or bi-weekly shift. This role requires a three-part interview/orientation process. Commitment time could vary upon agreement and approval with supervisor.
- **Movement Class Volunteer**-assist the instructor with setup for the class, make sure the needed supplies are available, and monitor the music during class. Help instructor with clean-up at the end of class.
- **Office Support Volunteer**- volunteers are needed for general office work such as collating, photocopying, filing, and light surface cleaning.
- **Social Media Volunteer**- help staff create social media posts for Facebook and Instagram along with flyers for events using Canva.
- **Greeter/Host Volunteer**- warmly welcome clients and guests to Core for their appointments and register them for our group wellness classes.
- **Children's Activities Volunteer**- volunteers are needed to assist with children's activities during adult classes in our Children's Activity Room. They will work with a CORE staff person at all times.

- **Laundry Room Volunteer-** facilitate laundry flow for CORE El Centro by washing, drying and folding linens as well as stocking them in the linen closet. Learn how to fold a fitted sheet and combine it with a folded top sheet to make linen “rolls” that the practitioners use to make the beds. Also, do some light surface cleaning.
- **Data Entry Volunteer-** volunteers who are familiar with Excel and are detail orientated enter biometric and data from our client pre- and post- service surveys. Also, may support other programs that need data entry help as well.
- **Health Navigators Support Volunteer-** welcomes a mature and responsible bilingual college-aged or general adult volunteer with good communication skills to support in making confidential calls to patients/ clients. The phone calls are based on patients/ clients responding and turning in their post surveys with feedback after their clinical service appointments. Volunteers get a written script to know what they will be saying to the patients/ clients during the phone call. The data responses are then inserted on an excel spreadsheet to keep a record of them. Phone calls are conducted independently in a quiet meeting room next to the Health Navigators office.
- **Interpretation Volunteer-** assist patients and families with limited English proficiency (LEP) and health care providers in a variety of settings and situations. Have professional command of bilingual medical terminology. Make sure that both the patients and/ families and health care providers comprehend what is being spoken in a linguistical and culturally sensitive context while adhering to confidentiality of information expressed by patient and health care provider. Support and be a resource to current and new interpreters. Interview and spoken language assessment are given in-person. Volunteering commitment time could vary upon agreement and approval with supervisor.
- **Intern-** occasionally, we do have internship opportunities. If you are interested in an internship, please contact us and we can then evaluate based on the needs of your academic program and the roles we may have available. This volunteer role may be seasonal for a school semester, or it may last the whole school year depending on department/program needs.

Please contact Volunteer Program Manager **Franny Delzer** at frannyd@core-elcentro.org or at (414) 216-3520 if you are interested in any of these volunteer roles. Thank you!