

STPC 2019 VOLUNTEER OPPORTUNITY FORM



In this partnership, we will Pray for you and want our congregation to Volunteer with you when possible. If your partnership request is approved, this information would become available to the public through the STPC website, newsletter, and other church publications. It is our goal to connect others with the work God is doing in the world and your information is a vital link to this process.

Think of this form as an "advertisement" for your on-going and onetime volunteer opportunities. The more specific/detailed you are, the more likely volunteers will be to come help and offer their time and talents. Let us know if there are any volunteer opportunities on Saturdays or Sundays.

Please number each Volunteer Opportunity on separate pages with sequentially increasing the numbers. Add as many volunteer opportunities as you wish. Please submit digital files of this completed two page form (minimum if only one volunteer opportunity).

Name of Organization: Memorial Assistance Ministries

Address: 1625 Blalock Road Houston, TX 77080

Person to Contact about Volunteer Opportunities: volunteers@maministries.org

Contact Person's Phone: 713-574-7540

Website: https://www.maministries.org/volunteer

If you agree to grant permission for STPC to publish information about your organization/ministry, check below (*click box with curser*) to authorize or decline.

STPC has permission to publish information regarding our organization including a link to our website from the STPC website and electronic newsletter.

STPC DOES NOT have permission to publish information regarding our organization.

Authorized Representative & Title: Martha Macris, President & CEO Date: 06/06/2019

Volunteer Opportunity #1

Title: English as a Second Language (ESL) Class Instructor or Assistant

Description: Give adult, non-native English-speaking students a sunny outlook by teaching one of MAM's many ESL classes. These classes mean the world to immigrants looking to become active, supportive members of our community. All classes are taught in English, with training and materials provided. MAM staff will provide support and additional resources for volunteer instructors. Classes focus on conversational skills and practical, everyday knowledge. There are six levels of classes at three different locations in the area, with each class running for 2.5 hours. Teachers will inspire students to work hard and excel at learning English. Assistants assist the teachers by taking role, writing on the board, helping students who are struggling individually, etc.

Age requirement: 21 years old to teach; 17 years old to assist

Commitment (one semester, ongoing): We ask volunteers to commit to teaching/assisting a 2.5-hour class, once or twice per week, for a semester. We have classes in the spring, summer and fall.

Day(s): Classes are held on a Monday/Wednesday or a Tuesday/Thursday

Time(s): Class times include 9:00am – 11:30am, 12:00pm – 2:30pm, and 6:30pm – 9:00pm

Skills or experience required (e.g. carpentry skills, fluent in Spanish, medical background, etc.):

You must be able to read, write and speak English fluently. Teaching experience is preferred but not required. No Spanish or other foreign language skills necessary. We ask that volunteers have an interest in teaching adult students and an ability to make a semester-long commitment.

Event contact name, phone, email:

Pam Shirk, Volunteer Recruiter

713-574-7540, pshirk@maministries.org

Other need-to-know information:

MAM's ESL program helped over 700 students improve their English-speaking skills in 2018. Thanks to committed volunteers, these students were able to communicate more easily with their children's teachers, effortlessly shop for nutritious food in local supermarkets, readily speak with customers at their places of work, and participate actively in the wider community.

Volunteer Opportunity #2

Title: Job Coach Volunteer

Description:

Volunteer Job Coaches work one-on-one with our Employment Services clients, supporting them in their job search, teaching them skills needed to land a job, and helping them to realize their full potential.

Volunteers help clients with the following topics:

- Obstacles to employment
- Mock Interviews
- Elevator Speech
- Resume
- Job Search Strategies

And with the following soft skills:

- Personal Responsibility
- Working with Others
- Professionalism
- Conflict Resolution

Age requirement: 21 years old

Commitment (one-time, one semester, ongoing, etc.): Ongoing – Commitment is one 3-hour shift once per week, the same day and time each week.

Day(s): Monday - Friday

Time(s): 9:00am – 12:00pm or 1:00pm – 4:00pm

Skills or experience required (e.g. carpentry skills, fluent in Spanish, medical background, etc.):

- HR Background, experience, or training is a plus
- Patience and willingness to teach others 1:1

Event contact name, phone, email:

Pam Shirk, Volunteer Recruiter

713-574-7540, pshirk@maministries.org

Volunteer Opportunity #3

Title: Computer Literacy Volunteer

Description:

Computer Literacy volunteers help adults 1:1 in our Employment Services Program seek out new jobs and improve their technical abilities. People often arrive in the computer lab feeling lost and overwhelmed by technology. With a few kind words and simple instructions, volunteers help these same people feel confident about using a keyboard, mouse, and browser.

Volunteers support clients in the following areas:

- Basic computer skills (identify and name computer parts – mouse, keyboard, monitor, etc.; turn computer on/off, use the mouse, etc.)
- Computer typing/keyboarding
- Using and navigating Microsoft Word and Microsoft Excel
- Setting up and using a Yahoo or Gmail e-mail account
- Using the Internet (search engines, job search opportunities, etc.)
- Set up and usage of social networks – especially LinkedIn
- Formatting resumes

Age requirement: 18 years old

Commitment (one-time, one semester, ongoing, etc.): Ongoing – We ask volunteers to commit to one 3-hour shift per week, the same day each week.

Day(s): Monday - Friday

Time(s): 9:00am – 12:00pm or 1:00pm – 4:00pm

Skills or experience required (e.g. carpentry skills, fluent in Spanish, medical background, etc.):

- Moderate computer skills
- Microsoft Office Suite
- Knowledge of internet usage
- Patience and willingness to teach others 1:1

Event contact name, phone, email:

Pam Shirk, Volunteer Recruiter

713-574-7540, pshirk@maministries.org

Other need-to-know information: MAM clients enter the computer lab feeling helpless and frightened by online job searches and the computer skills needed to obtain most jobs today. Computer literacy volunteers ease this fear by providing patient support and direction. Students feel immense gratitude toward their teachers and tackle the job search with renewed vigor after spending time with a computer literacy volunteer.

Volunteer Opportunity #4

Title: Family Assistance – Client Interviewer

Description: Client Interviewers help families in crisis navigate their troubles and reach a happy solution. Interviewers work with clients on a one-on-one basis to assess a client's need, determine eligibility for programs, the amount of assistance required, MAM's capacity to address these issues, and if necessary, referrals to other programs. Many times, individuals will feel hopeless and trapped by their circumstances. These feelings fade when kindhearted volunteer interviewers help them tackle the issues, turning their crisis into a manageable problem.

Age requirement: 21 years old

Commitment (one-time, one semester, ongoing, etc.): Ongoing. One shift per week, same day and time each week. An initial 3-month commitment is required.

Day(s): Monday – Friday

Time(s): 9:00am – 12:00pm Monday – Thursday

1:00pm – 4:00pm Monday – Thursday

9:00am – 12:00pm Friday

Skills or experience required (e.g. carpentry skills, fluent in Spanish, medical background, etc.):

Compassion for the working poor and a desire to help clients find solutions to their problems.

Basic computer skills and customer service skills.

Bilingual English - Spanish is helpful.

Event contact name, phone, email:

Pam Shirk, Volunteer Recruiter

713-574-7540, pshirk@maministries.org

Other need-to-know information:

Volunteer Opportunity #5

Title: Resale Store Volunteer

Description: MAM welcomes dedicated Resale Store volunteers. Volunteers are vital to helping client families recover from material losses and make their homes into welcoming, comfortable places, as well as serving as a shopping and gathering for the entire community. Volunteer duties include pricing donations, sorting donations, displaying merchandise, providing customer service, manning the dressing rooms, or running the cash register.

Age requirement: 13-15 year old students with an adult; 16-18 year old students by themselves with parent's permission; 18-100 year old

Commitment (one-time, one semester, ongoing, etc.): We appreciate volunteers who participate in a 3 – 4 hour shift once per week. Scheduling is flexible.

Day(s): Monday - Saturday

Time(s):

- Monday – Friday 10am – 6:00pm;
- Saturday 10:00am – 5:00pm

Skills or experience required (e.g. carpentry skills, fluent in Spanish, medical background, etc.):

- Appreciation for the MAM mission and a wish to help families in the Resale Store.
- Readiness to assist in a patient, respectful manner to people from all walks of life.
- Retail, customer service, or merchandising experience welcomed, but not required.

Event contact name, phone, email:

Stephanie Tippitt, Resale Store Volunteer Coordinator

713-468-4516 ext.148, stippitt@maministries.org

Other need-to-know information:

While families receive vouchers for the resale store, sales from community members contribute roughly 40% of the organization's operating budget each year -- approximately \$1.8 million used to lift up families through our Family Assistance and Family Education programs. Our families depend upon this revenue, which is made possible through the dedicated work of volunteers in the donation center or the store.

Volunteer Opportunity #6

Title: Immigration Volunteer

Description: Immigration Volunteers help with translating documents from Spanish to English or if not bilingual in English/Spanish, help with administrative duties such as copying, scanning, entering data in the computer, which frees up the Immigration staff to help more clients!

Age requirement: 18 years old

Commitment (one-time, one semester, ongoing, etc.): Ongoing. One 3-hour shift per week, same day and time each week. An initial 3-month commitment is required.

Day(s): Monday – Friday

Time(s): 9:00am – 12:00pm Monday – Friday

1:00pm – 4:00pm Monday – Friday

Skills or experience required (e.g. carpentry skills, fluent in Spanish, medical background, etc.):

Desire to help Immigrants.

Basic computer skills.

Bilingual English - Spanish for translator only; English speaker for administrative

Ability to work with confidential information.

Event contact name, phone, email:

Pam Shirk, Volunteer Recruiter

713-574-7540, pshirk@maministries.org

Other need-to-know information: