



# The Allentown Rescue Mission

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## Volunteer Opportunities – 2018

### **VOLUNTEERS NEEDED IMMEDIATELY!** **Event Planners and Office/Admin Help**

#### **M25 Level Volunteers:**

- **Volunteer Lead – long term commitment, 6 – 12 months**
  - Committed, dedicated and able to be part of our unique Development team. Volunteer Leads help develop and expand our services. This fun administrative role includes listening to and responding to voicemails & emails, greeting & escorting visitors around the facility, and helping in any other department with tasks and duties as needed.
- **Event Planners – 4 month commitment per event date**
  - Be involved in all aspects of event planning and execution. Chair a Committee, help with phone calls, auction items solicitation and tracking, direct committees and be a part of post event wrap up! Help with mailings and follow up, and join post-event brainstorming meetings too!
- **Hand Write Thank You cards!**
  - Hand write a personal “Thank You” note to a donor, volunteer, or anyone else on our list!
- **Call Center – Volunteer from home!**
  - Want to volunteer but just can’t get out of your house? Become part of our new call center. Help us reach out to our donors on a regular basis by calling from the comfort of your home, to thank them and invite them to special events!
- **Outreach Committee – Event Specific (evening and weekend opportunities)**
  - Sporting events, dine and donate, community fairs – share your love of the Mission at your favorite location/event! Join any event free of charge while manning a table with Mission information and engaging in conversation with passersby.
- **English/Spanish Translation – Minimum 10 week commitment**
  - Help the Mission create a Spanish version of our Christian Living Program. Translate English documents into Spanish. Work alongside program staff to learn the program and teach the program in Spanish to our Spanish speaking guests.

#### **M11 Level Volunteers:**

- **Make and Serve a Meal- call in or email to schedule**
  - If your group is looking for a way to serve the Mission, consider providing a meal. We need groups to prepare a meal for about 60 - 70 men, then to bring it in and serve it. Please schedule several weeks in advance.

- **Grant Writing**
  - Help research and write appropriate grants available to match our needs
- **Computer Skills Needed – both project specific and/or 3 – 6 month commitment**
  - Data entry and maintenance of a number of different Excel spreadsheets
- **Gardening a Gateway to the Soul**
  - For lovers of gardening who want to give back with their Green Thumb talents. We recruit volunteers to help maintain our Gateway Gardens and our “Urban Garden” vegetable gardens. Interested in adopting a garden for the season? Come to the Mission to help!
  - Planting, weeding, watering, harvesting & any other grounds maintenance
- **Pastoral Services**
  - Pastors & Leaders in Men’s Ministry provide a Christ Centered message to our guests in the evening for an hour.

## Special Event Volunteering – Save the Dates!!!

Contact Deirdre to Sign Up now, it’s never too early!

*\*\*\*Dates are subject to change as of 5/14/18*

- **WAEB Spaghetti Dinner – Saturday \*October 20, 2018**  
*Yearly on the third Saturday in October*
  - There are lots of positions available for helping at the Spaghetti Dinner. Helping with volunteer sign-in, bussing tables, serving food, making meatballs with Bobby Gunther Walsh and the Clean Team men, event preparation, helping with Chinese auction items.
  - Are you an early riser? Join us at WAEB from 5:30am – 10am to help answer phones during our radiothon. Weekdays October 10<sup>th</sup> through 19<sup>th</sup>.
- **Thanks for Giving Food and Supply Drive – \*Friday Nov 16<sup>th</sup> & Saturday Nov 17<sup>th</sup> 2018**  
*Yearly, the weekend before Thanksgiving on Friday from 4 – 7pm & Saturday, 10am – 3pm*
  - Adopt a location and help collect food and supplies! Interact with patrons and collect food while having fun during the community driven event! Be part of our team as a Dispatcher to communicate with drivers and Group Leaders. We also recruit drivers who circle between stores and back to the Mission picking up and dropping off the donated items. Warehouse workers to help empty vehicles, sort and weigh donations, and stock the pantry. Help with T4G Aftermath in the garage sorting, packing, weighing, relocating items and putting them away in the 2 weeks following the drive.
  - **HOLD YOUR OWN DRIVE!** Contact us to get a list of most needed items and hold your own drive.
- **Christmas Wrapping Party – Saturday December 15<sup>th</sup>, 2017**
  - Yearly in December. Come and wrap donated gifts for the men in the Gateway and our Program Guests. Help with Set – up, wrapping, organizing gifts, and/or clean up.

- **Annual Gala Celebrating Lives Changed - April 26th, 2019**

Annual Springtime Fundraising Event - Event planners needed!

What exactly is involved? Glad you asked, below are general descriptions\* of ways that you can help.

Call to have a conversation!

### **Gala Chairperson, or Co-Chairperson**

Chair or CoChair the Gala Committee. by overseeing details and event coordination for our annual Gala celebrating lives changed. Help lead volunteer committees below providing direction and assistance as the main Rescue Mission Contact...and have a lot of fun!

### **Chairperson of the Silent Auction Committee**

- Work closely with Gala Chairperson and Development Department
- Be the main point of contact for your committee
- Ensure committee members are calling and help where needed
- Monitor, RSVP's, pick-up & drop off schedule, maintain the master spreadsheet
- Identify new locations to solicit items
- Help Group items together and write fun descriptions for baskets.

### **Silent Auction Committee – *Crafty, techy, creative...all hands needed***

- Arrange for collection of donated items, and make fun baskets!
- Group items together and write fun descriptions.
- Make Bid sheets and basket signs.
- Set up all Silent Auction baskets with bid sheets at the event.
- Assist with disbursement of items to winning bidders.

### **Calling & Solicitation Committee – *do you love talking on the phone?***

- Work from home calling businesses to ensure they have received auction request Letters.
- Make RSVP follow-up calls.
- Take your group door to door at your favorite shopping venue and ask for auction item donations.

### **Centerpiece Committee - *calling all creative crafty people!***

- Research, envision, design, and present Centerpieces to the committee
- Solicit donations for items and work within a budget.
- Make & store centerpieces (we will work with you).
- Transport to DeSales and coordinate set up at event.

### **Set Up Committee – *roll up your sleeves and get this party started!***

- Must be available April 21st starting at 2 p.m.
- Help Set Up and Decorate the room on the day of the event. Come as a group or be a leader for an area.

### **Greeting Committee – *Welcoming guests with a warm smile...***

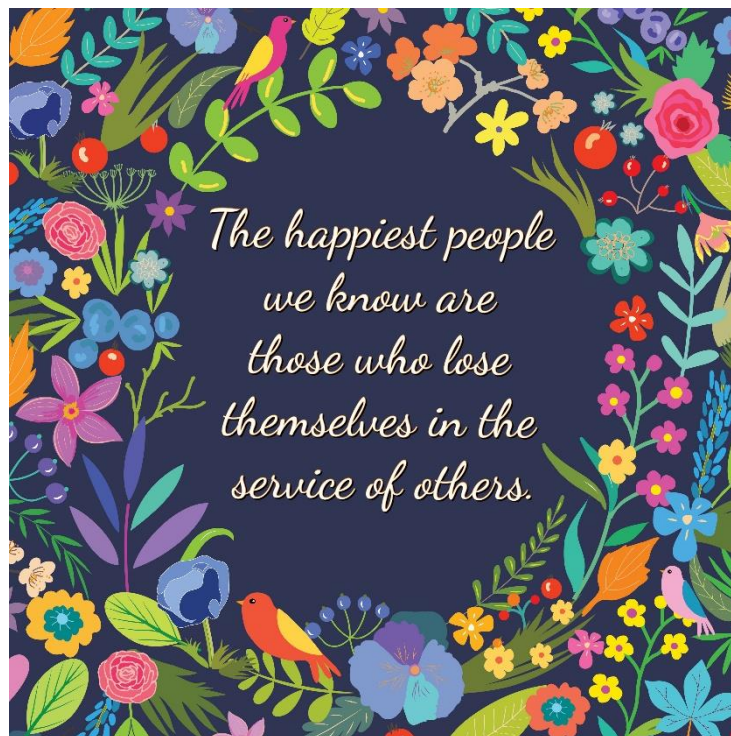
- Welcome and Usher guests, to coat check through registration.
- Must be willing to direct traffic flow!
- Escort guests through registration and into the social hour area.
- Help registration hand out Name Tags, Bidder Numbers, & programs.

**Usher and Clean Up Committee** – *Providing much needed help to guests and staff at the end of the evening...*

- Assist with disbursement of baskets items to winning bidders.
- Collect name badges, help hand out coats and usher out the door.
- Help carry baskets and escort guests to their vehicles.
- Umbrellas will be handy if it is raining!
- Help staff collect all items, pack cars, & clean out the room at the end of the night.

*\*Committee descriptions subject to change as process is finalized*

Gala time is an exciting time for the Mission and our dedicated group of volunteers. We have new things in store for everyone involved in 2019. Join us to help us roll out the most intense, exciting, and the very most important point of our Annual Campaign. Please contact me to learn more about volunteering for a position. Planning meetings usually are held on Thursdays and will begin in the Fall for our 4<sup>th</sup> Gala, which is being held in April of 2019.



## What is your volunteer level?

### M25 Level: "Servant Leaders"

We really need you. You are a special group of VIP volunteers who are committed to the Rescue Mission and you help make change happen. You have a passion to do the good work that the Lord directs us to do. Dedicated to our Mission and the people served here, you are a leader called to dedicate your time talent and skills.

*<sup>34</sup> "Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. <sup>35</sup> For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, <sup>36</sup> I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.'*

*<sup>37</sup> "Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink?' <sup>38</sup> When did we see you a stranger and invite you in, or needing clothes and clothe you? <sup>39</sup> When did we see you sick or in prison and go to visit you?'*

*<sup>40</sup> "The King will reply, 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.'*

*~ Matthew 25:34-40*

### M11 Level: "Lifting Burdens"

Your commitment blesses every aspect of the Mission. You lead, serve, share and commune here as you can. Your passion for helping people is unparalleled and you are willing to share your time, talent and resources to help the Mission and the Guests that we serve.

*<sup>28</sup> "Come to me, all you who are weary and burdened, and I will give you rest. <sup>29</sup> Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls. <sup>30</sup> For my yoke is easy and my burden is light."*

*~ Matthew 11:28-30*

## ***BE THE CHANGE YOU WANT TO SEE!***

Please contact Brandon with questions, comments or to talk about volunteering.

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***Or***

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