

# ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

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## VOLUNTEER JOB DESCRIPTIONS & IN-KIND DONATIONS BOOKLET



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# ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

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## VOLUNTEER JOB DESCRIPTIONS

### **Volunteer Position: Emergency Men's Shelter Server**

Staff Supervisor:

Richard Williams, Director of Communications and Programs

(973)278-7900, ext. 48

[rcwilliams@stpaulscdcnj.org](mailto:rcwilliams@stpaulscdcnj.org)

Location:

St. Paul's Community Development Corporation

451 Van Houten Street

Paterson, New Jersey, 07501

Days and Times:

Nights and Weekends, before 6 pm – 7:00 pm

Responsibilities:

- ◆ Assist with preparing and serving a well-balanced and nutritious meal for men living in Shelter (usually about 30-40 men)
- ◆ Get to know the men by eating the meal with them and talking with them
- ◆ It is preferred that volunteers serve the men while they are sitting or offer family style eating instead of having the men line up for their food

### Qualifications:

- ◆ Must be 14 years of age or accompanied by a guardian
- ◆ Must be able to work with a diverse group

### Additional Notes:

- ◆ Bilingual a plus
- ◆ Excellent opportunity for large and small groups
- ◆ Volunteers willing to make long-term commitments are welcome
- ◆ Individuals are welcome to join other scheduled groups

## **Volunteer Position: Job Development Coach**

Staff Supervisor:

Richard Williams, Director of Communications and Programs

(973)278-7900, ext. 48

rcwilliams@stpaulscdcnj.org

Location:

St. Paul's Community Development Corporation

451 Van Houten Street

Paterson, New Jersey, 07501

Days and Times:

Weekdays

Responsibilities:

- ◆ Help residents living in the Emergency Men's Shelter with resume writing, job coaching, internet job searching, and job applications.

Qualifications:

- ◆ Experience with job development work is required.
- ◆ Must be 18 years of age or older
- ◆ Must be able to work with a diverse group

Additional Notes:

- ◆ Ability to speak Spanish is a plus
- ◆ Volunteers willing to make long-term commitments are welcome

## **Volunteer Position: Peanut Butter & Jelly Sandwich Maker / Soup Maker**

Staff Supervisor:

Melissa DuBois, Outreach Coordinator

(973)278-7900, ext. 26

mdubois@stpaulscdcnj.org

Location:

Off-site

Days and Times:

Weekly / Monthly

Responsibilities:

- ◆ Prepare up to 75 peanut butter and jelly sandwiches or soup for use by our Outreach team
- ◆ Prepare up to 15 meat and cheese sandwiches (optional)
- ◆ Donations of supplies are welcome
- ◆ Bread, peanut butter, and jelly can be procured from SPCDC's Pantry with sufficient notice (subject to availability)

Qualifications:

- ◆ No age restrictions

Additional Notes:

- ◆ Excellent opportunity for large and small groups
- ◆ Volunteers willing to make long-term commitments are welcome
- ◆ Very flexible schedule

## Volunteer Position: Food Drive

Staff Supervisor:

Lou Francia, Food Pantry Program Manager

(973)278-7900, ext. 24

lfrancia@stpaulscdcnj.org

Location:

Off-Site

Days and Times:

Weekly/Monthly

Responsibilities:

- ◆ Collect nonperishable food items for use in the St. Paul's Food Pantry.
- ◆ Arrange a food delivery/pick-up time with the St. Paul's Food Pantry

Qualifications:

- ◆ Excellent opportunity for large and small groups
- ◆ Very flexible schedule

Most-Needed items:

- ◆ Canned meat & fish
- ◆ Canned fruit & 100% fruit juice
- ◆ Canned pasta, stew, chili, hearty soup
- ◆ Canned vegetables, tomatoes, pasta sauce
- ◆ Pasta, white & brown rice, dried beans
- ◆ Cold cereal, oatmeal, pancake mix
- ◆ Peanut butter & jelly
- ◆ Aseptic or powdered milk

## **Volunteer Position: General Administration - Office Aide**

Staff Supervisor:

Richard Williams, Director of Communications and Programs

(973)278-7900, ext. 48

rcwilliams@stpaulscdcnj.org

Location:

St. Paul's Community Development Corporation

451 Van Houten Street

Paterson, New Jersey, 07501

Days and Times:

Monday – Friday, mornings or afternoons

Responsibilities:

- ◆ Light office work such as filing and answering the phone
- ◆ Greet SPCDC clients and visitors and direct them to the appropriate locations

Qualifications:

- ◆ Good typing skills
- ◆ Must be 18 years of age or older

# ST. PAUL'S EPISCOPAL CHURCH

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## VOLUNTEER JOB DESCRIPTIONS

### **Volunteer Position: After School Homework Mentor**

Staff Supervisor:

Martha Wolf, Director of Children & Youth  
(973)278-7900, ext. 34  
mwolf@stpaulspaterson.org

Location:

St. Paul's Episcopal Church  
451 Van Houten Street  
Paterson, New Jersey, 07501

Days and Times:

Monday – Friday, 3:45 – 5:00 p.m.

Time Commitment:

One day per week

Responsibilities:

- ◆ Assist children in 2<sup>nd</sup> through 5<sup>th</sup> grades with their homework in a small group setting.
- ◆ Once children are done with their homework, volunteers are encouraged to do other activities with them, such as flash cards, a spelling bee, or reading.

Qualifications:

- ◆ Volunteers must be at least 18 years of age.

## **Volunteer Position: After School Van Driver**

### Staff Supervisor:

Martha Wolf, Director of Children & Youth  
(973)278-7900, ext. 34  
mwolf@stpaulspaterson.org

### Location:

St. Paul's Episcopal Church  
451 Van Houten Street  
Paterson, New Jersey, 07501

### Days and Times:

Monday – Friday, 2:30 to 3:30 p.m.

### Time Commitment:

One day per week

### Responsibilities:

- ◆ Volunteers are needed to help transport children in 2<sup>nd</sup> through 5<sup>th</sup> grades from their school to St. Paul's.

### Qualifications:

- ◆ Must be at least 21 years of age
- ◆ Valid driver's license
- ◆ Familiar with the Paterson area

### Additional Notes:

- ◆ A van is provided

## **FUTURE/SEASONAL VOLUNTEER OPPORTUNITIES**

### **Point in Time Homeless Count:**

On the last Tuesday in January, volunteers from St. Paul's CDC, NJCDC, and other organizations will take to the streets of Paterson to count and survey the homeless. Those surveyed will be referred to charitable organizations where they will be provided with housing, necessary services, and hospitality in a convenient, one-stop model. Last year's count identified 986 homeless individuals and 408 homeless children living in Passaic County. Volunteers are needed in 4 hour increments between 12:00 a.m. and 11:59 p.m. on the day of the event. This is a great opportunity for groups to volunteer.

### **Thanksgiving Turkey Basket Preparation and Distribution:**

Each year St. Paul's CDC distributes 400 Thanksgiving baskets to clients of our agency. Volunteers are needed to help assemble the baskets. This event usually takes place the Saturday before Thanksgiving. Volunteers are also needed on the distribution day (generally the Tuesday prior to Thanksgiving) to verify client vouchers and hand out food baskets.

### **AmeriCorps Members:**

AmeriCorps is a national service program funded by the Corporation for National and Community Service designed to facilitate and encourage community service in the United States. St. Paul's CDC currently hosts AmeriCorps\*State. The program accounts for over 39 full-time, part-time, and seasonal, Members. Our AmeriCorps Members receive a living stipend and an educational grant after completing one year of service. We host and sponsor AmeriCorps Members, who serve as tutors,

mentors, food pantry workers, shelter aides, case management aides, volunteer recruiters, and as operations support to St. Paul's CDC and our community partners.

### **Neighborhood Cleanups:**

Each spring, St. Paul's CDC joins forces with local businesses and residents in a collaborative effort to take back the streets of Paterson. In 2008 one hundred and thirty residents and volunteers helped clean up the area while trucks from the Department of Public Works picked up the garbage collected by volunteers. This year volunteers and community organizers from St. Paul's Episcopal, United Presbyterian, and AME Zion Churches will pick up brooms and sweep a 10 block radius between Broadway to Pearl St. and E18th and Summer Street. We are looking for one hundred (100) volunteers to come out this year and make this event a success again.

### **Holiday Gift Wrappers:**

Each holiday season, the clients of St. Paul's CDC are generously "adopted" by donors from the Volunteer Center of Bergen County, as well as area churches and business. We are in need of volunteers to come wrap donated presents to be given out to our clients. Donations of wrapping paper are also welcome and greatly appreciated

## **Other Future/Seasonal Opportunities:**

- ◆ River Cleanups
- ◆ Specially designed, large group activities
- ◆ Board / Committee Members

For more information, about any of these opportunities,  
Please contact: Richard C. Williams

Phone: (973)278-7900, ext. 48

Email: [rcwilliams@stpaulscdcnj.org](mailto:rcwilliams@stpaulscdcnj.org)

## IN-KIND DONATIONS

Before making your donation, please contact the CDC to make sure that this list reflects our current needs.

### **Food Pantry:**

- ◆ Grocery Gift Certificates (for family holiday emergencies)
- ◆ Canned meat and fish
- ◆ Canned fruit and 100% fruit juice
- ◆ Canned pasta, stew, chili and hearty soup
- ◆ Canned vegetables, tomatoes, and pasta sauce
- ◆ Pasta, white & brown rice, dried beans
- ◆ Cold cereal, oatmeal, and pancake mix
- ◆ Peanut butter and jelly
- ◆ Aseptic or powdered milk

### **North Porch:**

- ◆ Diapers (all sizes)
- ◆ Baby wipes
- ◆ Baby toiletries (such as lotion, shampoo or diaper cream)

### **Next Step Adult Education:**

- ◆ Binders
- ◆ Pens
- ◆ Notebooks
- ◆ Dry-Erase Markers
- ◆ GED/Pre-GED Books

## **Partnerships for Healthy Living:**

- ◆ Condoms
- ◆ Warm clothing such as socks, sweatshirts, pants, or underclothing
- ◆ Men's and women's outerwear (coats, hats, gloves, and scarves)
- ◆ Snacks or treats for goody bags, such as small bags of chips, granola bars, snack cakes (such as Little Debbie or Twinkies), fruit snacks, candy, breath mints. (Individually wrapped)
- ◆ Small bottles of water
- ◆ Brown, paper, lunch sacks
- ◆ Zip lock bags (Sandwich size)

## **Men's Shelter:**

- ◆ Toiletries (deodorant, shampoo, soap, body wash, shaving cream, razors, toothpaste, tooth brushes - each trial or full size)
- ◆ White undershirts, all sizes (especially XL and 2X)
- ◆ New underwear (especially boxers)
- ◆ New Socks
- ◆ Shoes, sizes 9 through 12
- ◆ Neck-Ties

Other men's clothing may be needed. For more information on current needs,

Please contact: Yasin Perry

Phone: (973)278-7900, ext. 45

Email: [yperry@stpaulscdcnj.org](mailto:yperry@stpaulscdcnj.org)



**St. Paul's Community Development Corporation**

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Paterson, NJ 07501

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“Hope for Today ... Building for Tomorrow”

