

ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION



St. Paul's Community Development Corporation

451 Van Houten Street
Paterson, NJ 07501
Tel. 973.278.7900 Fax. 973.684.0686
"Hope for Today ... Building for Tomorrow"



Getting Things Done...

VOLUNTEER OPPORTUNITIES & IN-KIND DONATIONS BOOKLET



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Partnerships for Healthy Living:

- ◆ 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 bags
- ◆ Zip lock bags (Sandwich size)

Emergency 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: Shelter Manager

Phone: (973) 278-7900 ext. 45
 Email: questions@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

ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

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

Location:

St. Paul's Community Development Corporation
451 Van Houten Street
Paterson, New Jersey 07501

Days and Times:

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

Responsibilities:

- ◆ Assist with preparing and serving a well-balanced and nutritious meal for men residing in the Men's Shelter (usually about 30-40 men)
- ◆ Get to know the men by eating the meal with them and/or 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

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@stpaulscdenj.org

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. Volunteers help clean up a 10-block radius surrounding St. Paul's Church and CDC, while trucks from the Paterson Department of Public Works picks up the garbage collected. There is also a powerful "March Up Dr. Martin Luther King Jr. Way" (Broadway) that concludes each event.

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 and gifts are also welcome and greatly appreciated.

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 searches, 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:

Richard Williams, Director of Communications and Programs
(973) 278-7900 ext. 48
rcwilliams@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 Food 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

FUTURE/SEASONAL VOLUNTEER OPPORTUNITIES

Point in Time Homeless Count:

On the last Wednesday 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. 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 Members. The program accounts for over 40 full-time, part-time, and seasonal, Members. Our AmeriCorps Members receive a living stipend and an educational grant after completing one year of service.

Volunteer Position: After School Van Driver

Staff Supervisor:

Shantia Clyburn, St. Paul's After-School Coordinator

(973) 278-7900 ext. 34

afterschool@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 2nd through 5th grade from their school to St. Paul's Church.

Qualifications:

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

Additional Notes:

- ◆ A van is provided

Volunteer Position: Food Drive

Staff Supervisor:

Lou Francia, Food Pantry 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 CDC Food Pantry.
- ◆ Arrange a food delivery/pick-up time with the St. Paul's CDC 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**

VOLUNTEER JOB DESCRIPTIONS

**Volunteer Position:
After School Homework Mentor**

Staff Supervisor:
Shantia Clyburn, St. Paul's After-School Coordinator
(973) 278-7900 ext. 34
afterschool@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 2nd through 5th grade 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.