

# BRIGHTHOPE

## **Current Volunteer Opportunities**

*(Updated 01/19/2022)*

### **ADMINISTRATIVE SUPPORT**

#### **Administrative Team: 2-3 hours per week**

- Assist with correspondence, copying, filing, and scanning, paper shredding, organizing, and light typing.
- Help with newsletters, Christmas cards, and mailings
- Help write thank you notes

#### **Client Services: 3-4 hours per week**

- Welcome clients and answer phones
- Light office duties including but not limited to copying, filing, organizing, data entry
- Scheduling client appointments and group classes and calling clients with reminders

#### **LifeSMART: 2-3 hours per week**

- Help with various office tasks such as labeling, data entry, prepping curriculum, and preparing teacher gifts
- Write thank you notes

### **CHURCH LIAISON**

- Be an advocate for Bright Hope at your church including encouraging church participation in all Bright Hope events and pray regularly for Bright Hope
- Attend Liaison meetings (no more than 4 a year) so you can accurately communicate latest happenings and needs with your church
- Serve as point of contact for Bright Hope, coordinate pick up of marketing materials for each event that your church needs including bulletin inserts, sponsorship forms, invitations, etc.

### **CLIENT SERVICES**

#### **Baby Boutique: 2-3 hours per week**

- Collect, clean and sort new/gently used baby items and clothing by size and season
- Package diapers in bundles according to size and label and mark with expiration dates
- Keep track of supply and inform Client Supervisor of needs
- Help clients make purchases in the boutique with their earned Baby Bucks
- Keep boutique clean, organized, and current

#### **Client Advocate: 3-6 hours per week**

- Complete comprehensive client advocate training including shadowing appointments
- Conduct pregnancy test / ultrasound appointments with nurse
- Provide one-on-one on-going education with client using Bright Course curriculum
- Provide community referrals to client as needed
- Keep accurate client records of each appointment in Cool Focus
- Light cleaning and upkeep of client services area

#### **Class Facilitator: 1.5 hours per week**

- Prepare lessons to teach group class using EWYL curriculum and additional resources as needed
- Take class attendance, document lessons/ discussions on follow-up forms and give Baby Bucks to class attendees

### **MEDICAL SERVICES**

#### **Sonographer: 5 hours per week**

- RDMS who is trained in performing OB ultrasound
- Perform ultrasounds on women 6-16 weeks gestation

## MEDICAL SERVICES (Continued)

### Nurse/Client Advocate: 5 hours per week

- Train as a Client Advocate (see description under Client Services)
- Perform pregnancy tests
- Give options counseling
- Collect STI specimens
- Review STI education with client
- Give treatment if necessary, per standing orders

## LifeSMART

### Presenter Assistant: 3 hours per week

- Able to volunteer one half day per week when presentations are scheduled
- Be an extra set of eyes and ears for the presenters
- Be a supportive role to the presenter and assist in various tasks

### Presenter: 4 hours minimum per week

- Train in REAL Essentials curriculum
- Minimal commitment of one-half day per week is required. Possibly an occasional evening presentation at a community organization
- Through shadowing observe and learn how LifeSMART operates in cooperation with area schools
- Once training is complete, assist the presenter in teaching the curriculum.

- Move up to being a solo presenter when comfort level is reached.
- This position allows for the potential opportunity to become a paid contracted presenter once fully trained

## DIVINE RESALE

### Store Clerk - 4-8 hours per week

- Retail sales, customer service, sorting and organizing donations.
- Light housekeeping
- Participation in special store events
- Additional duties as assigned by store manager

### Donation Sorter: 2-4 hours per week

- Receive, sort and clean donations
- Sort donations by season and category and store/prepare for store floor
- Price donations as instructed
- Give donation receipts to donors

### Pick-Up/Delivery Drivers: 4 hrs. per month

- Pick up and load furniture from donors' homes arranged by store manager
- Load and deliver furniture from Divine Resale to customers' homes as directed by store manager
- Available to pick up and drop off furniture at least once a month

## SPECIAL/GROUP PROJECTS

- Spring cleaning in the Clinics, administrative offices and/or Divine Resale store
- Perform maintenance projects as needed
- Special event support – set-up, tear down, recruit sponsors, organize teams, etc.

## DOOR OF HOPE MATERNITY HOME

Volunteer roles for the new DOH Maternity Home are still being defined. If you are interested in volunteering in this program, please contact Beth Adamo at 610-821-4000 or [beth.adamo@brighthousecenters.org](mailto:beth.adamo@brighthousecenters.org)

### Upcoming opportunities may include:

- Sponsor a mom and her baby
- Provide life-skills classes like cooking, budgeting, housekeeping, Bible studies, etc.
- Write notes of encouragement
- Help sort items for the maternity closet