



## Current Volunteer Opportunities

(Updated 03/17/25)

### ADMINISTRATIVE

#### Administrative Office: 2-3 hours/week

- Assist with correspondence, copying, filing, scanning, paper shredding, and organizing
- Help write thank you notes
- Assist with event preparation

#### Church Liaison: Attend 3 meetings/year

- Be an advocate for Bright Hope at your
- Pray regularly for Bright Hope
- Attend 3 Liaison meetings to receive Bright Hope updates and share them with your church leadership
- Promote church participation in Bright Hope events with provided materials
- Provide church updates to Bright Hope

### CLIENT SERVICES

#### Baby Boutique: 2-3 hours/week

- Collect, clean and sort new/gently used baby items and clothing by size and season
- Stock diapers and wipes according to size and label 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/week

- Complete comprehensive client advocate training including shadowing appointments
- Provide pregnancy and parenting education with clients using Bright Course curriculum
- Provide community referrals to clients 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/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

#### Receptionist: 3-4 hours/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

### MEDICAL SERVICES

#### Sonographer: 5 hours/week

- RDMS who is trained in performing OB ultrasound
- Perform early ultrasounds on women

#### Nurse/Client Advocate: 5 hours/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 STI treatment, if necessary, per standing orders

### COMMUNITY EDUCATION

#### Contracted Presenter: 1-2 days per week (Paid per presentation)

- 1-year minimum commitment
- Paid training in REAL Essentials curriculum
- Will shadow presenters and be trained by staff
- Must be able to lift 30lbs.
- Must have reliable transportation
- Be available during school hours

## DIVINE RESALE

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

- Retail sales, customer service, sorting and organizing donations.
- Light housekeeping
- Participate in special store events

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

- Receive, sort and clean donations
- Price donations as instructed
- Give donation receipts to donors

### General Maintenance - as needed

- Small projects such as painting, hanging pictures, rearranging store merchandise, etc.
- Seasonal deep cleaning
- Landscaping as needed

### General Maintenance - as needed

- Small house projects such as painting, hanging pictures, removing ACs, etc.
- Seasonal deep cleaning
- Landscaping as needed

## SPECIAL/GROUP PROJECTS

- Spring cleaning in the Clinic, 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

### Life Skills Mentor - 1 hour/week

- Provide education on topics such as budgeting, housekeeping, meal preparation, self-care, preparing for an interview, etc.
- Write follow-up notes of encouragement

### Activity Coordinator - 2 hours/month

- Organize small activities to encourage moms like a game night, local outing, church event, crafting, etc.