

# City Gospel Mission Volunteer Opportunities For Individuals and Churches



Please view our current listing of volunteer opportunities below. If there is a position that you are interested in and is a good fit for you time-wise, please complete an application (available on our website or call us) and specify which positions you are interested in. You can email, mail or fax in your application, someone will contact you. Job descriptions for many of the positions can also be accessed on the website. If you have any questions or to request a mailed application, please contact our volunteer department at 345-1026.

## **“The Diner” Breakfast Attendants – Weekday mornings – (individuals and small groups)**

Serve breakfast to our guests who stay in our shelter and come in from the street, be a friendly listener and encourager, and begin building relationships. Monday through Friday - breakfast is served at 6:30 am, finish with clean up before 8:00 am. A weekly or bi-weekly commitment is preferred.

## **The Outlet – (individuals and small groups)**

*The Outlet* provides a positive place of hope and fun for homeless people in a “coffee shop” atmosphere, where guests can play games, enjoy a cup of coffee and just connect with other volunteers and guests. Volunteers help with sign-in, make and serve coffee, play board-games and cards, shoot pool, engage in conversation and develop encouraging relationships with our guests. Training is provided. *The Outlet* takes place on Saturdays from 9:00 – 12:30 at the Mission, volunteers are asked to commit to at least one Saturday per month.

**Evening Relations Facilitator** – Provide general support to the Mission’s busy staff in the evenings while helping to meet the needs of guests and volunteers. Duties include greeting and directing our guests and volunteers as they arrive for chapel service and dinner. Act as the “point” person for volunteers, giving direction and support as needed. Assist the evening supervisor with a variety of tasks as needed, including guest and volunteer sign-in, answering phones, data entry, etc. *Requirements:* Christ follower with excellent relational/communication skills and extremely dependable, able to follow instructions and willingness to help where needed. Time: One evening per week 6:00-8:00 pm.

**Office Assistant and Greeter – Days** Greet and direct clients, donors and volunteers as they come to the Mission. Help answer the door and the phone. Talk to clients and determine who they need to see for assistance. Help donors with donations. Assist the office manager with general office duties and projects including filing, organizing, data entry, phone calls, etc. *Requirements:* Good communication skills and general office skills, including a working knowledge of Word and Excel. Willingness to jump in and help where needed. *Time:* One day per week during business hours for a 3-4 hour shift. Monday – Friday, 8:00 am – 5:00 pm.

**Administrative Support – Days** Provide much needed assistance to the Program Director; return phone calls, set up appointments, input data, create word and excel documents, etc. Hours are between 8:00 am and 5:00 pm, Monday-Friday. A minimum of one four-hour shift per week is requested.

**Data Entry Assistant - Days and evenings, Monday-Friday.** Enter client and volunteer information into our database. An ongoing, weekly commitment is preferred.

**Case Managers - Work one-on-one with men who stay at the Mission’s shelter in one of the three programs.** Develop case action plans, help them to set goals, and document their progress. Research community resources that can assist the residents. *Requirements:* Christian faith, excellent communication and organizational skills. *Time:* 3 hours per week for a 12 week commitment. Please access the complete job description at [www.citygospelmission.com](http://www.citygospelmission.com).

**“Mentors”** Be a friend and an encourager to a man who is going through the Mission’s rehabilitation program and continue to walk with him through recovery and aftercare. Work with individuals who are recovering from homelessness, addictions, joblessness and other obstacles. Share meals, go on outings together, build friendships. Volunteers must be male, have a mature Christian faith, and be willing to make a commitment to meet regularly with the individual. Coaching and training provided.

### **Weekend Activity Facilitators**

Small groups of men (2-5) are needed to take men in the recovery program on “outings” to experience fun activities such as fishing, sports, parks, museums, cookouts, etc. Outings take place on Saturdays, and ideally would be a monthly or bi-monthly commitment, although a one-time group is welcome.

### **Enrichment Classes – Teachers/instructors**

Help facilitate classes for our clients and guests in the evening before dinner. Classes range from life skills classes (adult literacy, budgeting, goal setting, stress management), Christian education (Bible study, foundations of Christian faith) and Recreation/Arts (chess, drama, writing, karaoke), and more! Time: One night per week 6:15 – 7:30 pm for an 8 week session.

### **Photographer**

Take pictures during different programs and events of our guests, program participants, and volunteers. Must have proven photographic experience and own necessary equipment.

### **Events**

Share your gift of leadership and organization skills by helping to oversee one of the teams that help make our fund raising events happen! Or, serve on one of the teams the day of the event. Events include the banquet, golfing, silent auctions, Thanksgiving, Christmas store, and various fund-raisers. See the website listings for current opportunities and needs.

*“The Diner”, the food kitchen at City Gospel Mission currently has the following openings for churches to serve in a wonderful outreach opportunity. A regular commitment is required. Please contact Diann for more information at 513-345-1060.*

**Fifth Monday or Fifth Wednesday of the Month** – Dinner and Chapel – Share the word of God with our guests before dinner in the chapel, using preaching, music, drama, etc. Bring, prepare and serve dinner for approximately 100 of our guests, while helping us to begin to build life-changing relationships. Chapel begins at approximately 6:30, with dinner following.

**Third Saturday or Third Sunday of the month** – Breakfast – Bring, prepare and serve breakfast to approximately 100 of our guests who stay in our shelter and come in from the streets. Breakfast begins at 6:30 a.m.

## **Having the Courage to Change – Women’s residential recovery program**

**The HTCTC ministry needs committed female volunteers who have a heart for women who are struggling with addictions and other obstacles. Must have excellent communication and listening skills, the ability to set firm personal boundaries, and a mature Christian faith.**

**Mentor/friend** – Be an encourager to a women in the program who is dealing with recovery from homelessness, addictions, joblessness and other obstacles. Walk along side her on her journey to recovery. Requires a once per week minimum commitment.

**Office Support** - Assist staff with phone calls, projects, sorting donations, and other duties as needed. Mature Christian woman, strong administrative skills and flexibility is desired. Time: one 4 hour shift per week plus weekly staff meeting

**Volunteer with urban youth** – see [www.citycure.com](http://www.citycure.com)

*Submit your completed volunteer application to:* [rwagner@citygospelmission.com](mailto:rwagner@citygospelmission.com)

**Fax to: 513-345-1049 Mail to: City Gospel Mission 1947 Auburn Ave. Cincinnati, Ohio 45219 Attn: Volunteer Services**