



THE **PEOPLE** CONCERN

Because everyone should be housed, healthy and safe.
OPCC & LAMP COMMUNITY UNITED

Please Contact: Kate Berman Kberman@thepeopleconcern.org
or Rebecca Gustavson Rgustavson@thepeopleconcern.org

Volunteer Opportunities Available at Santa Monica Locations

Assisting with Lunch or Dinner

Weekdays & Weekends

- Help plate and serve lunch or dinner to the residents in our interim housing facilities
- Interact and help the residents feel a sense of community

Assisting with Breakfast

Sunday 7:00am – 10:00am

- Help plate and serve breakfast to the residents in our interim housing facilities
- Interact and help the residents feel a sense of community

Administrative Assistant

Weekday afternoons

- Sorting and filing paperwork
- Organizing and putting together new hire packets

Outreach Program Manager Assistant

Weekdays

- Assist Outreach Program Manager with administrative tasks including but not limited to:
 - Sorting files on computer
 - Microsoft Word and Excel proficiency requested

Front Desk

Weekends

- Oversee reception and front door
- Answer phones as needed

Mailroom Assistant

Weekdays

- Assist team with organization & distribution of mail for clients

Donation sorting

Weekdays

- Organizing and inventorying items donated at our Santa Monica Admin building

Sack Lunch

Monday – Friday 8:00am – 10:00am

- Prepare sandwiches, assemble bagged lunches and distribute to our clients

Triage Reception Assistant

Weekdays

- Making copies of fliers that are at the front desk
- Faxing documents for clients and/or making copies of client's documents
- Retrieving information from the printer for clients
- Providing resources via fliers at the front desk
- Checking in with VFC about client's wait time on the walk-in list

Clothing Closet

Weekdays

- Accept, sort and put away clothing donations
- Hand out clothing items to clients in need
- Keep closet tidy and organized

Shwashlock

Weekdays

- Assist the attendant on duty with handing out towels and toiletries
- Assist the attendant on duty with maintaining the shower sign in sheet
- Assist with laundering towels

Arts Program Assistant

Monday & Thursday afternoons

- Assist Denise, Fine Arts Coordinator, during workshops and open studio time
- Assist with upkeep and organization of art supplies and studio space

Wellness Art Assistant

Mondays, late morning

- Work with the instructor to create a fun and inspiring curriculum
- Prepare and set out the coffee, snacks and supplies
- Participate in activities and discussion
- Escort the clients to the group and back down to the lobby after the group
- Make sure coffee pot gets cleaned and room is straightened up

Creative Writing Assistant

Fridays 12:45pm-2:15pm

- Work with the instructor to create a fun and inspiring curriculum
- Prepare and set out the coffee, snacks and supplies
- Participate in group writing and discussion
- Escort the clients to the group and back down to the lobby after the group
- Make sure coffee pot gets cleaned and room gets straightened up

Wellness Assistants

Wednesdays & Fridays 9:00am – 11:30am

- Assisting the Wellness Coordinator at an outdoor booth:
 - Making local resources more readily available to all clients
 - Signing clients up for free DMV vouchers
 - Connecting clients with other agencies as needed
 - Making copies and filing
 - Researching new resources and updating outdated resources (this would be done on the 1st two Wednesdays)
 - Helping clients obtain birth certificates and assisting them with phone calls as needed
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Volunteer Opportunities Available at Downtown Locations

Wellness Center Activity Assistant

Monday or Tuesday afternoon

- Engage with clients through an activity such as coloring, writing, listening to music or bingo

Administrative Assistant

Weekdays

- Assist answering phones and transferring to appropriate extension
- Assist in collecting daily mail and distribute to clients
- Assist in doing clerical things such as shredding, filing, printing information, creating new files
- Assist in updating our monthly awareness window
- Be knowledgeable of excel and word
- Assist staff & volunteers with activities

Assist preparing and serving lunch

Weekdays

- Help kitchen staff prepare lunch for over 300 individuals
- Help plate and serve lunch to the residents in our interim housing facilities
- Interact and help the residents feel a sense of community

Assisting with Dinner

Weekdays & Weekends

- Perfect for the individual that is short on time, but wants to give back
- Help plate and serve dinner to the residents in our interim housing facilities
- Interact and help the residents feel a sense of community

Arts Program Assistant

Weekdays

- Assist Hayk, Fine Arts Coordinator, during workshops and open art jams
- Assist with upkeep and organization of art supplies and studio space
- Requires a minimum of a three-month commitment to weekly or monthly workshops

Yoga Instructor*

Mondays

- Lead a one hour yoga session from 1pm-2pm twice a month for program participants and members of the community
- *Yoga Instructor Certification required

Want to get creative with any of these projects or start a new one? Please reach out with your ideas and suggestions. We are always looking for fun, new opportunities to create and strengthen bonds within our community!

No Time to Come in, but Still Want to Spread the Love? No Problem!

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In-Kind Donation Drive

- How about a healthy challenge between friends or co-workers? Some examples include:
 - See who can gather the most packages of new underwear and/or socks.
 - Donate those jeans and tee-shirts you never wear anymore!
 - Travel sized toiletry collection. Put those hotel shampoos to good use!

Sack Lunch Preparation

- Help us feed our most vulnerable neighbors by preparing 50 sack lunches in the comfort of your own home
- These include sandwiches, string cheese, chips, fruit and either water or juice

Welcome Home Packages

- **Kitchen Kits** (dish towels, dish soap, utensils, plates and cups, pots and pans etc.)
- **Bathroom Necessities** (shampoo and conditioner, body wash/soap, hand and body towels, shaving cream, razors, etc.)
- **Bedroom Essentials** (comforter, sheets, pillows, pajamas, slippers, etc.)
- **Cleaning Supplies** (dust pan, broom, Windex, counter spray, toilet bowl cleaner and brush, etc.).

Hygiene Kits

- Help us provide for all our clients by putting together some kits for our most basic needs!
- They include (all travel size items):
 - Shampoo + conditioner
 - Body wash (not bars of soap)
 - Deodorant
 - Tooth brush + paste
 - Body lotion