



THEPEOPLECONCERN

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

Please contact us at volunteer@thepeopleconcern.org

Volunteer Opportunities Available at Santa Monica Locations

All roles request a minimum 8 week commitment.

Days and times for shifts are listed beneath each role. We recommend a 1 – 3 hour shift.

Kitchen Assistant during Lunch or Dinner

Every day, Lunch from 11:30am – 1:00pm & Dinner from 4:30pm – 6:00pm

- 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

Kitchen Assistant during Breakfast

Sunday, from 7:00am – 10:00am

- 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

Administrative Assistant

Monday – Friday, 8:30am – 4:30pm

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

Mailroom Assistant

Monday – Friday, 8:30am – 4:30pm

- Remove mail that has not been picked up in over 30 days
- Help sort new mail arriving on a daily basis
- Collecting and packaging mail to be forwarded.
- Alphabetize and re-organizing mail agreements

Donation sorting

Monday – Friday, 9:30am – 4:30pm

- 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

Monday – Friday, 8:45am – 12:00pm

- 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

Monday – Friday, 8:30am – 4:00pm

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

ShWashLock (Showers, washing machines, lockers)

Monday – Friday, 7:45am – 4:00pm

- 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

Art Program Studio Assistant*

Monday – Friday

- Assist Arts Program Specialist with studio maintenance
 - Assist with upkeep and organization of art supplies and studio space
- *3 month commitment requested

Arts Open Studio Assistant*

Mondays & Thursdays, 12:30pm – 5:00pm

- Assist Arts Program Specialist during workshops and open studio time
 - Assist with upkeep and organization of art supplies and studio space
- *3 month commitment requested

Jewelry Class Assistant*

Tuesdays, 1:00pm – 3:00pm

- Assist Denise, Arts Program Specialist, during jewelry workshop
 - The jewelry made during this time is part of Daybreak Designs, a creative goods microbusiness run by program participants.
- *3 month commitment requested

Sewing and Crafts Class Assistant*

Mondays, 10:00am – 12:00pm

- Assist Denise, Arts Program Specialist, during sewing class
- *3 month commitment requested

Singing Class Assistant*

Thursdays, 11:00am – 11:45am

- Assist Denise, Arts Program Specialist, during singing class
- *3 month commitment requested

Meditation Group Assistant

Mondays, 9:15am – 10:30am

- Assist with sign ups
- Assist with set up and escorting participants to and from the group
- Participate in the meditation
- Assist with clean up

Wellness Program Art Assistant

Thursdays, 12:30pm – 2:30pm

- 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

Clinician-led Group Assistance

Mondays or Thursdays from 10:45am – 12:00pm

- Assist with set up and clean up
- Escort participants to and from the conference room
- Sit in during groups and assist Clinician where needed

Wellness Assistants

Mondays, 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

Volunteer Opportunities Available at Downtown Locations

All roles request a minimum 8 week commitment.

Days and times for shifts are listed beneath each role. We recommend a 1 – 3 hour shift.

Administrative Assistant

Monday – Friday, 9:00am – 4:30pm

- 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 with Breakfast

Sunday – Saturday, 7:30am – 9:00am

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

Assist with Lunch

Sunday – Saturday, 11:30am – 1:00pm

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

Assist with Dinner

Every day, 4:30pm – 6:00pm

- 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*

Monday – Friday, times vary

- 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 3 month commitment to weekly or monthly workshops

Yoga Instructor*

Monday - Friday, 10:00am – 4:00pm

- Lead a one hour yoga session 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 get involved? 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 t-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 55 sack lunches in the comfort of your own home.

- These include:
 - Sandwiches
 - String cheese
 - Chips
 - Fruit
 - 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 the program participants by putting together some kits for the most basic needs!

- They include (all travel size items):
 - Shampoo + conditioner
 - Body wash (not bars of soap)
 - Deodorant
 - Tooth brush + paste
 - Body lotion

Outreach Kits

Help us provide for all the program participants by putting together some kits for the most basic needs!

- They include:
 - Water bottle
 - Granola bar (soft, easy to chew)
 - Sunscreen