

1. Interim (Overnight) Housing

Interim Housing Volunteer:

Days of the week: Sunday-Saturday

Time Commitment Required: Various shifts from 5:30 p.m. to 8:00 a.m.

Location: Overnight shelters throughout DuPage County

Description: Provide volunteer support at our overnight housing sites throughout DuPage County. Duties include: setting up sleeping area for men and women, serving dinner, signing in participants, monitoring participants and facilities while they are sleeping, preparing sack lunches for the following day, serving breakfast to participants in the morning and cleaning up the site after the guests leave at 7:00 a.m.

2. Client Service Center

Front Desk Assistant:

Days of the week: Monday-Friday

Time Commitment: shifts range between 10:00 a.m.-2:00 p.m.

Location: Client Service Center, 703 W. Liberty Drive in Wheaton

Description: Answer phones and direct calls to appropriate DuPage Pads staff members, assist with data entry and sort mail addressed to DuPage Pads participants.

Kitchen Aide and Operational Floater:

Days of the week: Monday-Friday

Time Commitment: 7:30 a.m.-1:00 p.m.

Location: Client Service Center, 703 W. Liberty Drive in Wheaton

Description: Assist with lunch preparation and service, and assist Administrator and Coordinator to ensure smooth running of facility.

Lunch Server:

Days of the week: Monday-Friday

Time Commitment: 11:00 a.m.-1:00 p.m.

Location: Client Service Center, 703 W. Liberty Drive in Wheaton

Description: Cook a meal outside our facilities and bring it in to serve lunch to our participants.

Storage Area Volunteer:

Days of the week: Monday-Friday

Time Commitment: 7:30 a.m.-1:00 p.m.

Location: Client Service Center, 703 W. Liberty Drive in Wheaton

Description: Organize in-kind donation items (clothing and toiletries), monitor distribution of goods to participants with sign-in/sign-out sheet and assist with laundry loads.

Office Assistant:

Days of the week: 1 or 2 days a week

Time Commitment: 1-2 hours

Location: Client Service Center, 703 W. Liberty Drive in Wheaton

Description: Assist Coordinator with filing intake forms, client files and other sensitive materials.

3. Employment Readiness Support and GED Preparation

Volunteer Job Coach:

Days of the week: 1 day a week

Time Commitment: 1 or 2 hours

Location: 705 W. Liberty Drive in Wheaton

Description: Work one-on-one with DuPage Pads participants and help them understand proper job etiquette, job duties, performance standards and develop work place skills.

BASIC Computer Literacy Instructor:

Days of the week: 1 day a week

Time Commitment: 1 hour

Location: 705 W. Liberty Drive in Wheaton

Description: Teach clients basic computer skills, internet search skills and how to create Word documents.

Computer Trainer and Lab Assistant:

Days of the week: 1 day a week

Time Commitment: 2 hours

Location: 705 W. Liberty Drive in Wheaton

Description: Assist clients with online job searches, performing company research and submitting job applications (uploading resumes).

Data Entry Assistant:

Days of the week: 1 or 2 days a week

Time Commitment: 1 or 2 hours

Location: 705 W. Liberty Drive in Wheaton

Description: Assist Employment Coordinator with filing client forms and other sensitive material, utilize and manage Employment/Client Access database to match clients with specific job functions and employment opportunities.

Prep Mock Interviewer:

Days of the week: 1 day a week, or 1 day bi-weekly

Time commitment: 2 hours

Location: 705 W. Liberty Drive in Wheaton

Description: Assist Pads participants with interview preparation. Perform interviews in a realistic setting, questioning the interviewee with appropriate and typical hiring manager concerns. The Prep Mock Interviewer will make only positive suggestions to the interviewee, but will report to the Employment Coordinator to provide a more detailed critique highlighting areas needing client improvement.

4. Special Events

Special Events Volunteers

Days of the week: one-day events throughout the year

Time commitment: 2 to 4 hours

Location: Various locations throughout DuPage County

Description: Assist DuPage Pads at a variety of fund raising and special events throughout the year. These events include: DuPage Pads Run/Walk (September), Wake Up Your Spirit Breakfast (November), Holiday Meal in a Bag (November and December), Taste of Hope (March), Naperville Ribfest (July) and other community fundraising events for the agency.

**To sign up for these opportunities, please contact:
Volunteer Coordinator, 630.682.3846 ext. 3500, volunteer@dupagepads.org**