

## VOLUNTEER OPPORTUNITIES

Fort Bend County Women's Center assists survivors of Domestic Violence, Sexual Assault and their children.

<b>VOLUNTEER OPPORTUNITY</b>	<b>TYPE OF VOLUNTEERING</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>TIME COMMITMENT</b>	<b>REQUIREMENTS</b>	<b>MINIMUM AGE</b>
<b>Administrative Volunteer</b>	Indirect Service	Administrative Volunteers provide assistance with administrative tasks, such as copying, assembling packets, database entry, and filing.	Sugar Land	Varies	Administrative Volunteers are required to complete a volunteer application and meet with the Volunteer Coordinator. No training is required.	16
<b>Intake Specialist/-Administrative Assistant</b>	Direct Service	Along with answering phones and assisting case managers with administrative tasks, volunteer is asked to get on a regular schedule to take walk-in clients.	Shelter	Varies	Intake Specialists/Administrative Assistants are required to complete a volunteer application, meet with the Volunteer Coordinator, complete at least 40 hours of training, and observe staff hotline operators.	21
<b>Hotline Volunteer</b>	Direct Service	Hotline Volunteers answer the Women's Center's 24-hour hotline, providing incoming shelter client eligibility screening, support, crisis intervention, information and referral, and additional service coordination for survivors of domestic violence and sexual assault. Hotline Volunteers may also handle donation and administrative inquiries.	Shelter	One 2-hour shift per week	Hotline Volunteers are required to complete a volunteer application, meet with the agency's Volunteer Coordinator, complete at least 40 hours of training, and observe staff hotline operators.	21
<b>Playcare Volunteer</b>	Direct Service	Nurture, provide structured activities for, and assist with the academic needs of children in the Playcare Children's Program.	Shelter	Varies (Mostly on weekdays)	Playcare Volunteers are required to complete a volunteer application, meet with the Volunteer Coordinator and, in some cases, complete 12 hours of training.	14
<b>Learning Resource Center (LRC) Volunteer</b>	Direct Service	Provide leisure activities and/or classes for the women, such as computer classes, ESL, GED training, financial empowerment classes, art classes, etc.	Shelter Hamrah Ctr.*	Evenings or some weekends	Individual Volunteers are required to complete a volunteer application, meet with the Volunteer Coordinator, and complete 12 hours of training. No training for Group Volunteers.	21
<b>Aftercare Receptionist (Hamrah Center)</b>	Direct Service	Aftercare Receptionists answer phones, greet clients, and assist with administrative tasks, such as copying, filing, etc.	Hamrah Ctr.*	Varies	Aftercare Receptionists are required to complete a volunteer application, meet with the Volunteer Coordinator, and complete at least 40 hours of training.	21
<b>Personal Accompaniment Volunteer (PAV)</b>	Direct Service	When a domestic violence situation or sexual assault occurs in Fort Bend County, Personal Accompaniment Volunteers (PAVs) are dispatched to a hospital, or police facility to provide support, crisis intervention, information and referral, and additional service coordination for survivors.	Fort Bend County - at a local hospital, or police facility	Varies – on call for one week	PAVs are required to complete a volunteer application, meet with the Volunteer Coordinator, complete at least 40 hours of training, and accompany/observe staff on numerous incident calls.	21
<b>Resale Center Volunteer</b>	Indirect Service	Resale Center Volunteers assist in the operations of the agency's Pennywise resale stores by sorting, loading, and organizing merchandise.	Richmond or Stafford	Varies	Resale Store Volunteers are required to complete a volunteer application and meet with the Volunteer Coordinator. No training.	16
<b>Special Event/Fundraising Volunteer</b>	Indirect Service	Special Event/Fundraising Volunteers help plan, raise money for, coordinate, and execute special events, such as the Boogie, Girlfriends Giggle and Music Fest.	Various (usually in Fort Bend)	Varies	Special Event/Fundraising Volunteers are required to complete a volunteer application and meet with the Volunteer Coordinator. No training is necessary.	18
<b>STARS</b>	Indirect Service	STARS are committed to providing support for the programs and services of the Women's Center. STARS are members of a volunteer auxiliary and work on special events and special STAR projects.	Various (usually in Fort Bend)	Varies	STARS members are required to complete a STARS application. No training is necessary.	18
<b>Speaker's Bureau Member</b>	Outreach	Members of the Speaker's Bureau give presentations to civic organizations, community groups, schools, churches, and other entities to raise awareness of domestic violence and sexual assault issues, as well as to foster support for the Women's Center.	Various; generally in Fort Bend County	Varies; by request – mostly daytime 8-5:00	Speaker's Bureau members are required to complete a volunteer application, meet with the agency's Volunteer Coordinator, and attend one Speaker's Bureau training session.	21

## VOLUNTEER OPPORTUNITIES (Continued)

VOLUNTEER OPPORTUNITY	TYPE OF VOLUNTEERING	DESCRIPTION	LOCATION	TIME COMMITMENT	REQUIREMENTS	MINIMUM AGE
<b>Court Monitoring</b>	Direct/ Indirect Service	Court monitoring is a form of indirect advocacy and a tool to better educate the agency on what is happening in the courtrooms. Observing and gathering data to measure the experience of battered women in the legal system.	Fort Bend	One-year commitment - 4 hours per week	Courtroom Monitors are required to complete a volunteer application, and meet with the Volunteer Coordinator. Will require some additional training.	21
<b>Painting</b>	Indirect	Paint Shelter clients' rooms, hallways & other areas.	Shelter Hamrah Ctr.	Varies	Painting experience.	15
<b>Construction</b>	Indirect	Install a patio cover for donation drop-off at Pennywise - Richmond; install walkway at Hamrah; various other projects.	Pennywise Hamrah Ctr.	Varies	Construction experience	21
<b>Technology Volunteer</b>	Indirect	Checking for computer viruses; making sure all hardware is working properly; installing Microsoft software updates.	Shelter Hamrah Ctr.	Varies	Technology Volunteers are required to complete a volunteer application, and meet with the agency's Volunteer Coordinator. Requires intermediate computer skills. Networking experience is a plus.	

There may be other ways that you can volunteer that are not listed here. Please contact the volunteer/outreach assistant at 281-494-4545 ext. 409 for more information. (Rev.2-25-08)

