

Daughters Helper's Information

Name _____

Address _____

Phone h/ _____ c/ _____

email/ _____

Family members interested in helping (spouse, children)

Emergency Contact _____

phone # _____

Special skills that could be useful

Other ways I can help (gifts-in-kind)

Would you like to receive a text when help is needed? Yes _____ No _____

Have you been Virtus trained? Yes _____ No _____

If yes, are you up to date on bulletins? Yes _____ No _____

Daughter's Helpers Volunteer Survey

Preferred Day to volunteer

Check as many as apply

- Monday
- Tuesday
- Wednesday
- Thursday
- 2nd Saturday of each month—10-2
- Sunday 4-6 (at Giving Fields)
- Every week
- Every other week
- Once per month
- On call when needed

Preferred Time to volunteer

Check as many as apply

- 10am to _____
- 11am to _____
- 12pm to _____
- 1pm to _____
- 2pm to _____
- 3pm to _____
- Other _____

Designated Jobs List

Check as many as you like

- Pregnancy tests—will train
- Warehouse supervision
- Designate volunteers
- Runner for food pantry
- Runner for baby items
- Babysitter for Parenting Classes
- Stock shelves, re-package food donations, break down diapers, make Welcome Baskets
- Sort & stock baby clothes/baby items
- Sort & wipe down donations
- Sort & display “holy items”
- Call baby items waiting list
- Hospitality
- End of day clean-up crew
- Mission grounds-keeping & gardening
- Monthly deep cleaning Mission
- Monthly deep cleaning Convent
- Purchase & stock Mission supplies
- Purchase & stock office supplies
- Office help
- Update referral book
- Update brochures
- Print brochures, flyers, cards and notices
- Statistical data entry
- Computer database
- Grant development
- Quarterly bulk mailings
- Veggie pickers—Sundays at Giving Fields
- Mission general maintenance (handyman)
- RNs
- Medication data entry
- Ultrasound sonographer
- Thanksgiving set-up
- Thanksgiving give-away
- Thanksgiving clean-up
- Christmas set-up
- Christmas Give-Away
- Christmas clean-up
- Assist at “Friends” dinner
- Will work wherever there is a need**

Daughter's Helpers Jobs Descriptions

Warehouse Supervision

- Receive donations
- Sort, clean and distribute donations
- Keep organized and cleaned

Designate Volunteers

- For Helpers who have been with us long enough to know what needs to be done and how we like things
- Coordinate jobs for volunteers

Runner

- Food pantry—fill bags with items requested by Greeter, keep food pantry neat and picked up
- Baby items—Look families up in computer, checking age-appropriateness and frequency; collect baby items and give to greeter

Baby clothing / items

- Sort donated clothes / baby items
- Pair clothing in to outfits
- Keep bins straightened out and stocked
- Keep sisters up to date on recalls, etc.
- Notify sisters when Welcome Basket items need replenishing

Sort / display “holy items”

- Sort donated holy items to check for Catholicity, anything questionable bring to Mother Seraphina
- Restock display case in reception area and keep looking neat

Call waiting list for baby items

- Make note of what donations have come in and call list

Hospitality

- Make drinks for our friends and neighbors
- Keep hospitality bar clean and stocked
- Make trays of hospitality with donated sweets

Clean-up crew

- Clean all areas, vacuum, dust, clean glass, mop, disinfect and clean bathrooms, wipe all surfaces

Grounds-keeping

- Pick up all trash in parking lots and front sidewalk
- Sweep sidewalk
- Weed around grounds
- Tend to the rose garden

Monthly deep cleaning

- 2nd Saturday each month 11am-2pm

Office help

- Telephones, filing, mail, stocking office supplies, copies, etc.

Update referral book

- Call, email or visit service agencies to confirm & update contact info and services provided
- Organize referral book

Update brochures

- Search internet for more recent data for info brochures
- Add / updated info in brochures (Graphic art experience helpful)

Statistical data entry

- Entering daily numbers & info in to computer

Computer database

- Enter, correct & change address list /volunteer info