



CURRENT VOLUNTEER OPPORTUNITIES @ URBAN PEAK

Following is a list of the current Volunteer Needs at Urban Peak. It is not a complete listing of all the volunteer opportunities. This is a list of the current volunteer roles we are actively recruiting for. If you have a desire to serve in an area not listed you can contact the Manager of Volunteers, Steve Hughes, to see when that opportunity may become available or added. For more information or to apply, contact the Manager of Volunteers, Steve Hughes at Steven.Hughes@urbanpeak.org.

UPDATED January 2012

Priority Volunteer Needed

Volunteers with Direct Contact with Urban Peak Clients

Volunteers must be willing to serve and interact with an urban youth population and need minimum supervision. Understand that some youth you'll meet literally live on the streets and may have concerns such as substance abuse, mental illness or trauma from physical and emotional abuse. Therefore, a volunteer must show compassion while consistently role modeling professional boundaries with the youth.

URBAN PEAK @ THE SPOT, DROP-IN CENTER, CLIENT SERVICES

Description: The Spot has a lobby/reception area for youth, a medical clinic & waiting area, a commercial kitchen and dining area – which also serves as an activity room, showers, laundry facilities, storage for computers owned by youth, and staff offices to use for intake and intervention services.

Address: 730 21st St. Denver 80205.

Welcome Desk – Welcome Wagon Volunteer, Laundry Services – “Stain Patrol” Volunteer, Shower Facility- “Suds Bud” Volunteer

Description: Need Volunteers to serve at either one of the above positions. Volunteers will be cross trained to serve in all positions. The **Welcome Wagon** volunteer will answer questions of clients about Urban Peak programs and activities, specifically related to The Spot. The Welcome Wagon volunteer will admit and check clients in for activities, meals, meetings with staff or to use the laundry and shower facilities. The **Laundry Services** volunteer duties will include: Conduct a Laundry Orientation for new clients once or twice a week, record the use of laundry services for each individual, provide the needed laundry supplies for a client, monitor the responsible use of laundry facilities, remind laundry users of rules and procedures when needed, restock laundry supplies and help maintain a clean and safe physical environment. The **Shower Facilities** volunteer duties will include: Record the use of the shower facility for each individual, provide the needed showering items for a client, remind the client of the procedures and rules to use a shower, monitor the responsible use of shower facilities, restock shower facility supplies and help maintain a clean and safe physical environment.

Days of Service/Time: Weekdays, 7:45am to Noon or at least a 2 hour period during that time period.

Volunteer Shifts Needed: Mondays, 1 Volunteer; Tuesdays, 1 Volunteer; Wednesdays, 3 Volunteers; Thursdays, 2 Volunteers; Fridays 2 Volunteers.

Tutoring / Education Volunteer

Description: Under the guidance of the Education Department at Urban Peak, tutors are needed to assist individual students in various subject areas. Many of the youth and young adults are preparing for their GED and need additional support in some specific subject areas. The number of youth who arrive for tutoring services varies from day to day. Therefore, Tutor / Education volunteers should also be willing to assist the education staff with administrative tasks when a youth is not present to be tutored.

Times Available: Any time period on the following days; Mondays 2:30pm to 5:00pm; Thursdays 4pm to 6:30pm.

Individual Meal Volunteers

Description: Individual volunteers are needed to help prepare and serve breakfast or the Tuesday BBQ meal to youth that are homeless. The food will be provided by Urban Peak. We are looking for volunteers to serve on a recurring schedule according to your availability, such as every week, every other week, or once a month. A volunteer must be willing to serve and interact with an urban youth population and need minimum supervision. Understand that some youth you'll meet literally live on the streets and may have concerns such as substance abuse, mental illness or trauma from physical and emotional abuse. Therefore, a volunteer must show compassion while consistently role modeling professional boundaries with the youth.

Days of Service/Time: Breakfasts Mondays through Friday; 7:45am to 10:30am.

Tuesday BBQ; 3:30pm – 6:30pm.

Volunteer Shifts Needed: All days currently available; prefer at least twice a month volunteer.

Healthy Cooking Class & Lunch, Wednesdays

Description: A group or individual to plan out a menu and teach a weekly healthy cooking class. The cooking class takes place on Wednesdays from 11:00am to 1:00pm. A volunteer can commit to serve at either one or both classes. The class is designed to teach the youth participant's simple, hearty meals that are healthy for them to eat. **Ideally the volunteer would supply the food that is to be prepared during the class. Plan on serving lunch to 5-10 youth, only those who participate in the cooking class.

Time commitment: Menu planning/shopping time commitment: varies depending on the menu, 2 hours min.

Days of Service/Time: Wednesdays, 10:45am to 1pm.

Volunteer Shifts Needed: All days currently available; prefer at least twice a month volunteer.

URBAN PEAK SHELTER CLIENT SERVICES

Description: The Shelter provides every day of the year a warm and safe option to another night on the streets. The 40 bed facility is the only licensed youth shelter in the Denver metro area serving primarily young adults. The Shelter provides meals, clothing, a clinic and mental health evaluation.

Address: 1630 S. Acoma St. Denver 80223

Meal and Volunteer Coordinator (See description in Administration volunteer list)

Kitchen Assistant

Description: This volunteer would be responsible for maintaining kitchen supplies and inventory items needed by volunteer groups who prepare meals at our two sites with commercial kitchens. The volunteer would also inventory the food pantry items and report that to the shelter supervisors. This volunteer would help develop and implement kitchen and meal procedures to help visiting groups and provide for a safe and healthy cooking and serving environment.

Time Commitment: Prefer weekly volunteer to serve on a fairly consistent schedule. Assist with at least one meal a month. Volunteer at least twice a month conducting inventory and other tasks.

Direct Care Volunteer, Evenings

Description: Assist Direct Care volunteers help by being an "extra pair of hands". Help provide clients with one-on-one assistance in our shelter. Support staff in checking completion of dinner chores, help clients access personal belongings and shower room, monitor the computer room, as well as provide staff with an additional adult in the event of a crisis. Available a few evenings a week from 4:30pm to 9:00pm, except Wednesdays starting at 5:15pm, for whatever time period you can serve. Volunteers must serve 4-8 weeks before volunteers are allowed to engage clients independent of shelter staff.

Time commitment: Prefer volunteers to serve weekly, but at least twice a month and 8 hours a month minimum.

In-Kind Donation Manager

Description: Urban Peak solicits and receives quite a large amount of donated items to meet the personal needs of the youth and young adults we serve, plus other items to support our programs. We need a responsible and motivated individual to organize these donations so they can be best accessed by staff and distributed to our clients. The manager will also help in conjunction with staff developing a list of needed items. Other volunteers or groups may be able to assist with organizing and distributing the donated items.

Days of Service/Time: Weekdays best but weekends possible; At least once a week for any 2 to 4 hour period from 8am to 5pm.

Volunteer Shifts Needed: All days currently available.

ADMINISTRATION OFFICE & ORGANIZATION SUPPORT

Meal and Volunteer Coordinator – Shelter location (Possible Volunteer Internship)

Description: This volunteer will be responsible for the scheduling and communication with meal volunteers serving meal at the Shelter and at the Drop-In Center. It would best for this volunteer to be available at least 10 hours a week. This volunteer would also assist the volunteer manager in training and scheduling other program volunteers who serve at the shelter. This volunteer needs to have excellent computer, Microsoft suite, and communication skills. This is a great position for a Volunteer internship.

Days of Service / Time: Weekdays are best but weekend days are also available. Serving any time between the period between 8am to 9pm, at least twice a week, serving 10 hours a week.

Administrative Assistant / Human Resources

Description: Help support the crucial administrative roles needed to operate Urban Peak as a non-profit! Friendly and responsible individual needed to assist departments with data entry, filing, copying and other important tasks.

Days of Service/Time: Weekdays, Flexible hours according to your schedule any time period between 8am – 5pm.

Volunteer Shifts Needed: Human Resources, Monday to Thursday 9am – 1pm any days or time period according to your availability.

HOUSING PROGRAMS

Handyman – Maintenance Volunteer

Description: This volunteer position would be on-going providing grounds keeping and building maintenance for one or more of our six buildings we own and/or operate. This individual or small group would join our community and participate in supporting the tenants, residents, and/or clients of our programs in the environments where they live, work and attend school. This position would work directly with the Urban Peak Property Manager.

Days of Service/Time: Weekdays, 8am to 5pm, any 2-4 hour time period.

Volunteer Shifts Needed: All days available.

Cleaning or Landscaping Volunteer

Description: An individual or group who will help come clean up the exterior and interior public areas such as pulling weeds, mowing, planting flowers, and/or cleaning community rooms & laundry rooms.

Days of Service/Time: Weekdays, 8am to 5pm, any 2-4 hour time period.

Volunteer Shifts Needed: All days available.

Cleaning or Landscaping Volunteer –Group /Game Night Sponsor

Description: A group is also needed to sponsor an occasional movie-game night with a donation of items such as microwave popcorn, cookies, deserts, and reward prizes such as gift cards to Walmart or Target. This can be a one time or a recurring volunteer project.

Days of Service/Time: Will vary according to the availability of the volunteer. Please contact us for more specific scheduling.