



Volunteer Opportunities with **HAMPTON ROADS COMMUNITY CARE**

a local non-profit organization

*helping kids and families in low-income neighborhoods
by providing food, clothing, tutoring, mentoring,
women in crisis and addiction recovery programs*

**For more information about our organization, see our website at
www.hrcommunitycare.com**

**If interested in any of these opportunities, contact: Lisa Kent at 757-965-8494 or
info@hrcommunitycare.com**

May 2009

Volunteer Job 1: After School Program Tutor

Volunteer Job Description: Responsibilities: Assist children ages 5 to 12 yrs with homework. Entails basic math and reading skills.

Qualifications/Requirements: Reliable, accountable, and have a positive attitude. Must enjoy working with children. Must have own transportation to site. Must fill out background check. Must be available 1-3 days during the following timeframes: T,W,Th 3:30-5:00 pm at Oakleaf Forest, Greenleaf Rd, Norfolk. During School Year.

Volunteer Job 2: Tutor/Mentor

Volunteer Job Description: Responsibilities: Act as tutor/mentor for elementary school children at Dreamkeepers Academy in Norfolk. Help children with basic math or reading skills.

Qualifications/Requirements: Must enjoy working with children. Must have own transportation to neighborhood. Must be available for 1 to 2 hour period during one of the following timeframes: Mondays-Friday 9:30 am-1:30 pm. Located on E. Princess Anne Road, Norfolk. Sep-July.

Volunteer Job 3: Summer Reading Program Tutor

Volunteer Job Description: Responsibilities: Work with children ages 4 to 12 yrs on pre-reading and reading skills, comprehension and writing.

Qualifications/Requirements: Reliable, accountable, and have a positive attitude. Must enjoy working with children. Must have own transportation to site. Must fill out background check. Must be available during one or all of following timeframes: T, W, Th 3:30-5:30 pm at Oakleaf Forest, Greenleaf Rd, Norfolk.

Volunteer Job 4: Kids Church (Hampton Roads Community Services)

Volunteer Job Description: Responsibilities: Work with children ages pre-kindergarten to grade 12. Assist with Kids Church which includes bible stories, games and activities.

Qualifications/Requirements: Reliable, accountable, and have a positive attitude. Must enjoy working with children. Must have own transportation to site. Must fill out background check. Must be available during one or all of following timeframes: Tuesday 5:30pm– 7pm at Oakleaf Forest, Greenleaf Road in Norfolk and Tuesday 6pm – 8pm at Atlantis Apartments, Atlantis Drive in Virginia Beach.

Volunteer Job 5: Food Distribution (Angel Food)

Volunteer Job Description: Responsibilities: Assist in the monthly distribution of Angel Food to individuals from Wave Church. Various teams consisting of: Greeter, Order Packer, Order Delivery, Set Up/Tear Down, Truck Unloader, Registration.

Qualifications/Requirements: Reliable, accountable, and have a positive attitude. Must be available during the following timeframe: Generally, the third Saturday of each month 7:30am – 1:00pm. Ongoing throughout the year.

Volunteer Job 6: Food Distribution Delivery Assistant

Volunteer Job Description: Responsibilities: Assist in the delivery of food to families in low-income neighborhoods.

Qualifications/Requirements: Reliable, accountable, and have a positive attitude. Valid Drivers License is desired. Must be available during the following timeframe: One Saturday each month 8:30-10:00a.m. Atlantis Apartments, Atlantis Rd, off Birdneck R. in Virginia Beach. Ongoing throughout the year.

Volunteer Job 7: Atlantis Grille (Soup Kitchen) Assistant

Volunteer Job Description: Responsibilities: Assist with serving food to up to 75 at-risk children in Atlantis Apartments, a low-income neighborhood in Virginia Beach.

Qualifications/Requirements: Must enjoy working with children. Must have own transportation to neighborhood. Must be available during following timeframes: Mondays (year around) 6:00 pm-8:00 pm; Atlantis Apartments, Atlantis Rd., off Birdneck R. in Virginia Beach. Ongoing throughout the year

Volunteer Job 8: ARMS- Women in Crisis Lay Counselor

Volunteer Job Description: Responsibilities: Work with women who are struggling with challenges in their lives: abuse, rape, grief, loss, depression, etc.

Qualifications/Requirements: Experience working with hurting women. Lay counseling experience. Background checks required. All potential volunteers will be invited to fill this position and interviewed to determine if skills fit with the current emphasis of program.

Volunteer Job 9: Prison/Inmate Visitation

Volunteer Job Description: Responsibilities: Visit local male inmates and offer encouragement, for those who want to turn from their past, succeed in the future and avoid future incarceration. One-on-one ministry offering bible teaching and life skills instruction. Must be available during the timeframes that adhere to the jail/prison's visitation schedule. Background check required.

Volunteer Job 10: Administrative Assistant

Volunteer Job Description: Responsibilities: Assist in administrative tasks: filing, copying, database entry. Qualifications/Requirements: Reliable, accountable, and have a positive attitude. Computer skills with Microsoft Office products a plus. Timeframe is flexible. 2610 Potters Rd, Suite 206, Virginia Beach .

Volunteer Job 11: Newsletter Editor

Volunteer Job Description: Responsibilities: Coordinate the writing and layout of the monthly electronic newsletter. Qualifications/Requirements: Reliable, accountable, and

have a positive attitude. Strong written communication skills. Knowledge of Emailbrain a plus. Timeframe is flexible.

Volunteer Job 12: Graphic Designer

Volunteer Job Description: Responsibilities: Graphic artist and designer with experience working in various print mediums including brochures, flyers, T-Shirts and more. Candidate must have strong layout and typography skills.

Qualifications/Requirements: Reliable, accountable, and have a positive attitude.

Timeframe is flexible.

Volunteer Job 13: Website Administrator

Volunteer Job Description: Responsibilities: Maintain and update HRCC website. Coordinate submission of updates. Qualifications/Requirements: Reliable, accountable, and have a positive attitude. Experience working with websites. Timeframe is flexible.

2610 Potters Rd, Suite 206, Virginia Beach.

Volunteer Job 14: Fundraising/Marketing/Event Coordination

Volunteer Job Description: Responsibilities: Assist in fundraising events. Be able to represent the organization to sponsors. Assist in design of marketing materials for HRCC. Qualifications/Requirements: Reliable, accountable, and have a positive attitude.

Experience in marketing/fundraising or event coordination is a plus!! Outgoing personality for fundraising. 2610 Potters Rd, Suite 206, Virginia Beach. Timeframe is flexible.

Other Events/Programs of Interest:

Community in Action: This is an event that occurs normally on the 2nd Saturday of the month. A group of about 25 volunteers goes out to Oakleaf- one of the low income neighborhoods in Norfolk. Volunteers provide training to the single mothers as part of our Healthy Living program, games and a bike repair clinic are provided for the kids, Angel Food orders are taken and a great big BBQ is enjoyed by all. It is always a fun day for everyone! Event runs from 10 am to 2 pm. Transportation is provided from Wave ch, 1000 N Great Neck Rd.

Regeneration: Utilizing the Celebrate Recovery curriculum, this program provides a proven system of recovery. It deals with root issues and helps people progress towards a successful and transformed life. We meet Tuesday nights at 7:00 p.m. at Wave Church, 1000 Great Neck Rd in Virginia Beach.

ARMS (Women in Crisis): A.R.M.S is a recovery ministry service that is designed to help girls and women through the various trials life presents. It provides lay counseling to deal with unplanned pregnancies, post abortion recovery, abuse, sexual integrity and grief and loss. ARMS also offers various classes on dealing with everyday struggles in life.