

# CISS Volunteer Opportunities



Thank you for your interest in volunteering at Central Iowa Shelter & Services as we serve those experiencing homelessness in our community while helping them move toward self-sufficiency. Take a look at our volunteer opportunities below, and see which one best fits your interests. Let our Volunteer Coordinator know at the orientation which area you'd like to sign up for. **Contact Elizabeth Boyer with any questions at [eboyer@centraliowashelter.org](mailto:eboyer@centraliowashelter.org) or 515-564-5752.**

Opportunity	Schedule	Capacity	Volunteer Role	Training	Interaction Level	Commitment
<b>Hygiene Window</b>	Anytime	1	Help our clients access personal care and hygiene products on request to our clients. Great for organizers and friendly volunteers.	Additional Training Required	Direct	1 or more hours as available.
<b>Front Line</b>	3:00 - 8:00pm	1	Assist our Shelter Assistants by helping check clients into their beds, sort and find client mail, answer general shelter questions.	Additional Training Required	Direct	A regular commitment is required.
<b>Food Pantry</b>	Anytime	1	Make food accessible in our community! Run the computer intake system to check clients into the food pantry and assist them in getting their monthly food allotment.	DMARC and CISS Training Required	Direct	A weekly commitment is required.
<b>Food Pantry</b>	Dependent on food pantry schedule	1	Assist the food pantry intake volunteer by helping clients shop for their monthly food and restocking the pantry shelves.	Additional Training Required	Direct	1 or more hours as available.
<b>Meal Ambassador</b>	Weekdays 11:00am-1:00pm	1	Help us greet and welcome our lunch groups. Our Meal Ambassador helps our lunch groups find the kitchen, sign in, and serve the meal!	Additional Training Required	Direct	A regular commitment is required.
<b>Client Orientation</b>	Evenings (Ideally weekends and Mondays)	1	<i>For experienced CISS volunteers</i> : Greet our clients when they first arrive at CISS, show them around the building to share our resources with them, walk through the rules policies with them. Work alongside our Shelter Assistant crew to complete the orientations.	Additional Training Required	Direct	A regular commitment is required.
<b>Data Entry: CISS Client Attendance &amp; Shelter Letters</b>	Anytime on Weekdays	1-3	Are you computer savvy with a knack for spreadsheets? Every day, we keep track of which clients have stayed here and who has been exited. Learn from our case management team about keeping the spreadsheet updated as frequently as you're able! Ability to attain Service Point (Read Only) license from Institute of Community Alliances	Additional Training Required	Indirect	A regular commitment is required.

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<b>Food Rescue</b>	Varies depending on restaurant	1-2	Many places in the community donate food to CISS, and we try to get to as many of them as possible. Use your own vehicle to pick up food donations from restaurants, caterers, events, etc. to bring to the CISS kitchen.	No Training Required	Indirect	A regular commitment is required.
<b>Clothing Closet</b>	Anytime	1-2	Open the clothing closet and facilitate the voucher check out system for client shoppers. Keep the clothing closet organized and stocked with incoming donations.	Additional Training Required	Direct	A regular commitment is required.
<b>Day Room Attendant</b>	Anytime	1-3	Sometimes just having someone to talk to can make all the difference. Socialize and get to know our clients while they spend time in the day room. Games are always welcome!	Additional Training Required	Direct	A regular commitment is required.
<b>Donation Sorting</b>	Anytime	1-3	If you want hands-on work, this opportunity is for you! Sort incoming donations (clothing, household, and personal products) according to the CISS donation policy. Help restock the clothing closet as needed.	Additional Training Required	Indirect	1 or more hours as available.
<b>Clothing Closet</b>	Dependent on clothing closet schedule	1-4	Sort and organize the clothing closet shelves and supplies. Bring new donations into the clothing closet.	Additional Training Required	Indirect	1 or more hours as available.
<b>Service Block</b>	Monday-Thursday 12:30-1:30pm	1-5	Do you have a skill, hobby, or area of interest that you could teach or share with our clients? We offer special programming throughout the week focused on different areas to promote self-sufficiency for our clients.	Additional Training Required	Direct	1 hour as available
<b>T-shirt Tote Bags</b>	Anytime	3-15	Get crafty! Turn some of our bulk t-shirt donations into reusable tote bags using a super simple pattern. This is a great team building opportunity! This can be done onsite at CISS or offsite wherever you have space available!	No Training Required	Indirect	1-3 hours as available
<b>Lunch Meal Serving</b>	Weekdays 11:00am-1:00pm	5-10	Gather a group of 5-10 friends and help CISS serve lunch to our community. Weekday lunches are prepared by our staff, and we just need the extra hands to help serve it out!	No Training Required	Direct	2 hours as available.

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<b>Thank You Notes</b>	Anytime	1-3	Do you have neat handwriting? We are looking for volunteers to create handwritten thank you notes to our donors. Use a template crafted by staff to write your letters. This can be done at CISS or offsite!	No Training Required	Indirect	A regular commitment is required.
<b>Evening Meal Serving</b>	6:00-8:00pm	7-15	Provide dinner at CISS! We ask that our evening meal groups both provide the food to serve and the volunteers to help serve it. If you have a group that could serve a meal to 250+ people, let us know!	No Training Required	Direct	2 hours as available plus food prep time.
<b>Housing/Job Application Assistance</b>	9:00-11:00am, 1:00-3:00pm, Any Day	1-2	If you're a people person with basic computer skills, considering assisting our clients with filling out housing and job applications; and assisting clients with searching online for jobs and housing.	Training Required	Direct	A regular commitment is required.
<b>Special Skills</b>	TBD	1-5	Do you have a skill or interest that you could share with our clients in a different capacity? Let us know, and we can tailor a volunteer opportunity specifically for you!	Training Required	TBD	TBD
<b>Bulletin Boards</b>	Anytime	1-3	Are you crafty and creative? Our bulletin boards need some TLC to make sure the information we share with our clients is updated and eye-catching so our clients will take a look at it!	No Training Required	Indirect	A regular commitment is required.
<b>Group Activities</b>	TBD	20 max.	Do you have a group that would like to volunteer at CISS? Groups can help us accomplish big tasks that our staff can't tackle on their own like sorting and organizing donations, cleaning days, and more! Contact Liz to set up your group opportunity!	No Training Required	TBD	TBD