



CENTRAL IOWA
SHELTER & SERVICES

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Volunteer Opportunities at CISS

Thank you for your interest in volunteering at Central Iowa Shelter & Services as we serve those experiencing homelessness in our communities 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 Melissa Gradischnig with any questions at melissag@centraliowashelter.org or 515-564-5752.**

Direct Volunteer Opportunities				
Opportunity	Schedule	Role Description	Training	Commitment
Hygiene Window	Anytime	Help our clients access personal care and hygiene products on request to our clients. Great for organizers and friendly volunteers	CISS training required	1 or more hours as available.
Front Line	3:00pm-8:00pm	Assist our Shelter Assistants by helping check clients into their beds, sort and find client mail, answer general shelter questions.	CISS training required	A regular commitment required
Food Pantry	Anytime	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.	CISS training required	A weekly commitment is required
Client Orientation	Mondays 1:30-2:30pm	For experienced CISS Volunteers: Greet our clients when they first arrive at CISS, show them around the building, educate them of the resources we offer, walk through rules and policies with them. Work alongside Shelter Assistant crew to complete orientations.	CISS training required	A regular commitment is required
Clothing Closet	Anytime	Open the clothing closet and facilitate the voucher check out system for client shoppers. Keep the clothing closet organized and stocked with incoming donations.	CISS training required	A regular commitment is required
Day Room Attendant	Anytime	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!	CISS training required	1 or more hours as available
Service Block	Monday-Thursday 12:30pm-	Do you have a skill, hobby, or area of interest that you could teach or share with our clients? We offer	No training required	1 hour as available

	1:20pm	special programming throughout the week focused on different areas to promote self-sufficiency for our clients.		
Housing/Job Application Assistance	9:00am-11:00am, 3:00pm-5:00pm, anytime	If you're a people person with basic computer skills, consider assisting our clients with filling out housing and job applications and assisting clients with searching for jobs and housing online.	CISS training required	2 hours as available
Lunch Service	Weekdays 11:15am-12:45pm	Come alone or gather a group of 5-10 friends and help us serve lunch to the community! Weekday lunches are prepared by our staff, we just need extra hands to help serve it!	No training required	2 hours as available
Dinner Service	6:00pm- 8:00pm	Provide dinner at CISS! You can come in on your own to help serve, or if you have a group that could serve a meal to 250+ people, let us know!	No training required	2 hours as available, plus food prep time.

Indirect Volunteer Opportunities

Opportunity	Schedule	Role Description	Training	Commitment
Data Entry: CISS Client Attendance and Shelter Letters	Anytime on weekdays	Are you computer savvy with a knack for spreadsheets? Everyday, we keep track of which clients have stayed and who has 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	CISS training required	A regular commitment is required.
Food Rescue	Varies depending on restaurant	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	A regular commitment is required
Donation Sorting	Anytime	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.	CISS Training required	1 or more hours as available
Bulletin Boards	Anytime	Are you crafty and creative? Our	No training	As available

		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!	required	
T-shirt Tote Bags	Anytime	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	1-3 hours as available
Group Activities	TBD	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!	No training required	TBD
Special Skills	TBD	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.	No training required	TBD

Interested?

If you want to help us make a difference or have questions, please send an email to melissag@centraliowashelter.org

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