



# Harbor & Table

## COLLECTIVE

*Building bridges to wellness, one neighbor at a time*

## Harbor & Table Collective - Volunteer Opportunities

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### JOIN OUR COMMUNITY OF VOLUNTEERS

At Harbor & Table Collective, volunteers are the **heart of our mission**. Since our founding in 1995, volunteers have contributed hundreds of thousands of hours, bringing their skills, compassion, and commitment to serving our neighbors.

**In FY2024, volunteers contributed 48,300 hours** — the equivalent of 23 full-time staff members. Whether you have a few hours a month or can make a regular weekly commitment, there's a place for you here.

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### WHY VOLUNTEER WITH US?

- ✓ **Make a Direct Impact** - See the difference you make in real time
  - ✓ **Build Community** - Connect with neighbors and like-minded people
  - ✓ **Gain Experience** - Learn new skills across multiple human services fields
  - ✓ **Flexible Opportunities** - Options for every schedule and interest
  - ✓ **Comprehensive Training** - We prepare you for success
  - ✓ **Recognition & Support** - Volunteer appreciation events, references, verification letters
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### VOLUNTEER OPPORTUNITIES BY SERVICE LINE

#### BEHAVIORAL HEALTH SERVICES

##### *Peer Support Volunteer*

**Time Commitment:** 4-6 hours/week

**Requirements:** Lived experience with mental health or recovery; background check

**Training Provided:** 20-hour peer support training, trauma-informed care

**Responsibilities:** - Provide non-clinical support to clients in recovery - Facilitate peer support groups - Share your story to inspire hope - Assist with community resource navigation



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### *Crisis Line Support Volunteer*

**Time Commitment:** One 4-hour shift per week (includes overnight options)

**Requirements:** Age 21+, background check, commit to 6 months

**Training Provided:** 40-hour crisis intervention certification

**Responsibilities:** - Answer 24/7 crisis hotline - Provide emotional support and safety planning - Connect callers to appropriate resources - Work under supervision of licensed clinicians

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### *Mental Health Awareness Events Volunteer*

**Time Commitment:** 2-4 hours/month (flexible)

**Requirements:** Enthusiasm and compassion

**Training Provided:** 2-hour orientation

**Responsibilities:** - Staff community outreach events - Help organize Mental Health Awareness Month activities - Support stigma reduction campaigns - Distribute educational materials

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## HOUSING SERVICES

### *Housing Navigator Volunteer*

**Time Commitment:** 6-8 hours/week

**Requirements:** Reliable transportation, background check, computer skills

**Training Provided:** 12-hour housing systems training

**Responsibilities:** - Assist clients with housing applications - Accompany clients to view apartments - Help with move-in coordination - Provide basic tenant rights education

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### *Emergency Shelter Support Volunteer*

**Time Commitment:** One 3-hour shift per week

**Requirements:** Age 18+, background check

**Training Provided:** 4-hour shelter protocols training

**Responsibilities:** - Welcome shelter guests with dignity and respect - Assist with meal service and cleanup - Help with bedding and laundry - Provide information about services

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### *Home Setup Volunteer*

**Time Commitment:** 4-6 hours/month (flexible, often weekends)

**Requirements:** Ability to lift 25 lbs, reliable transportation

**Training Provided:** On-the-job training

**Responsibilities:** - Help new tenants move into housing - Assemble donated furniture - Organize household items - Create welcoming home environments

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## FOOD & NUTRITION SERVICES

### *Community Kitchen Volunteer*

**Time Commitment:** 3-4 hour shifts (flexible days)

**Requirements:** Food handler's permit (we provide training)

**Training Provided:** Food safety certification, kitchen orientation

**Responsibilities:** - Food preparation and cooking - Meal service and hospitality - Kitchen cleanup and sanitation - Inventory and organization

**Popular Shifts:** - Breakfast prep: 7:00 AM - 10:00 AM - Lunch service: 10:30 AM - 1:30 PM - Dinner prep: 3:00 PM - 6:00 PM

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### *Food Pantry Volunteer*

**Time Commitment:** 3-hour shifts, 1-2 times/month

**Requirements:** Ability to lift 30 lbs

**Training Provided:** Client dignity training, food handling basics



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**Responsibilities:** - Stock shelves and organize donations - Assist clients with shopping - Load groceries into vehicles - Track inventory

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### *Meal Delivery Driver*

**Time Commitment:** 2-3 hours, 1-2 times/week

**Requirements:** Valid driver's license, clean driving record, own vehicle

**Training Provided:** Route training, client interaction guidelines

**Responsibilities:** - Deliver meals to homebound seniors and individuals with disabilities - Conduct wellness checks - Report concerns to care coordination team - Maintain delivery logs

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### *Nutrition Education Assistant*

**Time Commitment:** 4 hours/month

**Requirements:** Interest in nutrition and cooking

**Training Provided:** 4-hour workshop facilitation training

**Responsibilities:** - Assist with cooking classes - Help with nutrition education workshops - Prepare demonstration materials - Support SNAP enrollment events

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## TRANSPORTATION SERVICES

### *Transportation Volunteer Driver*

**Time Commitment:** 4-8 hours/week (flexible schedule)

**Requirements:** Age 25+, clean driving record, pass defensive driving course

**Training Provided:** 8-hour volunteer driver certification

**Responsibilities:** - Drive clients to medical appointments - Assist passengers with mobility needs - Maintain vehicle cleanliness - Complete trip logs

**Note:** Drive Harbor & Table vehicles (not your personal vehicle)

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### *Dispatch Assistant Volunteer*

**Time Commitment:** 4 hours/week

**Requirements:** Strong organizational skills, computer proficiency

**Training Provided:** Dispatch software training

**Responsibilities:** - Schedule transportation trips - Coordinate driver assignments - Answer ride request calls - Maintain scheduling database

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### CARE COORDINATION SERVICES

### *Senior Companion Volunteer*

**Time Commitment:** 2-4 hours/week

**Requirements:** Age 18+, background check, reliable

**Training Provided:** 6-hour companion care training

**Responsibilities:** - Provide friendly visits to isolated seniors - Assist with light errands and shopping - Offer technology support (phone, tablet help) - Engage in activities (games, crafts, conversation)

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### *IDD Activities Volunteer*

**Time Commitment:** 3-4 hours/week or monthly special events

**Requirements:** Background check, patience, enthusiasm

**Training Provided:** 8-hour IDD awareness and support training

**Responsibilities:** - Facilitate recreational activities - Support community integration outings - Assist with art, music, and movement programs - Help with special events and celebrations

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### *Care Coordination Administrative Support*

**Time Commitment:** 4-6 hours/week

**Requirements:** Strong computer skills, attention to detail, confidentiality

**Training Provided:** HIPAA training, database entry training



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**Responsibilities:** - Data entry for care coordination records - Prepare resource materials for clients - Update community resource database - Assist with appointment reminders

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### ☀️ SPECIAL VOLUNTEER PROGRAMS

#### Volunteer Leadership Program

**For volunteers interested in deeper involvement**

**Time Commitment:** 8-10 hours/week for 6 months

**Benefits:** Leadership training, project management experience, pathway to employment

**Responsibilities:** - Lead specific volunteer initiatives - Recruit and train new volunteers - Coordinate volunteer schedules - Serve as liaison between volunteers and staff

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#### Corporate & Group Volunteering

**Perfect for team-building and corporate social responsibility**

**Options:** - **Kitchen service days** - Groups of 10-30 prepare and serve meals - **Food drives & sorting** - Organize and sort donated food items - **Home setup projects** - Assemble furniture, organize apartments for new tenants - **Beautification days** - Grounds cleanup, painting, facility improvements - **Skill-based volunteering** - Marketing, IT, legal, financial expertise

**Contact:** [volunteers@harborandtable.org](mailto:volunteers@harborandtable.org) or (617) 555-8215

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#### Youth & Student Volunteering

**Ages 14-17 with adult supervision; 18+ independently**

**Opportunities:** - Food pantry assistance (ages 14+) - Kitchen support (ages 16+) - Event setup and support (ages 14+) - Administrative tasks (ages 16+)

**Benefits:** - Community service hours for school requirements - Recommendation letters - Real-world experience in human services

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### Professional/Skilled Volunteering

#### *Pro Bono Legal Services*

**For licensed attorneys** - Housing rights consultations - Benefits application assistance - Expungement clinics - Know Your Rights workshops

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#### *Medical/Nursing Volunteers*

**For licensed healthcare professionals** - Health screenings at community events - Medication education workshops - Wellness consultations - Student nurse practica (arranged through schools)

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#### *Mental Health Professionals*

**For licensed clinicians (LCSW, LMFT, PhD, PsyD, MD)** - Pro bono counseling hours - Clinical supervision for staff - Training and professional development for team - Group facilitation

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#### *IT & Technology Support*

**For tech professionals** - Website maintenance - Database management - Tech support for staff - Digital literacy instruction for clients

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#### *Marketing & Communications*

**For marketing/PR professionals** - Social media content creation - Newsletter writing and design - Event promotion - Graphic design projects

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### VOLUNTEER PROCESS

#### Step 1: Submit Application

Complete online application at [www.harborandtable.org/volunteer](http://www.harborandtable.org/volunteer) or call **(617) 555-8215**

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#### Step 2: Attend Orientation

**2-hour general orientation** held: - 1st Tuesday of each month at 6:00 PM - 3rd Saturday of each month at 10:00 AM - Location: Main Office, 1847 Riverside Drive, Lancaster, PA

Topics covered: - Mission and history - Services overview - Client dignity and confidentiality - Volunteer policies and expectations

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#### Step 3: Complete Background Check

Required for all volunteers working directly with clients

- Processed through certified vendor
  - Takes 5-7 business days
  - Cost covered by Harbor & Table
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#### Step 4: Position-Specific Training

Varies by role (2-40 hours)

- Hands-on training
  - Shadow experienced volunteers
  - Competency assessment before independent work
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#### Step 5: Start Volunteering!

- Receive volunteer ID badge
- Get connected to volunteer coordinator for your area
- Join our volunteer community



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### VOLUNTEER RECOGNITION & BENEFITS

**All volunteers receive:** - Official Harbor & Table volunteer t-shirt - ID badge for building access - Volunteer parking pass (if applicable) - 20% discount at partner businesses - Free meals during shifts (for kitchen/food service volunteers) - Invitation to quarterly volunteer appreciation events - Annual volunteer recognition awards

**Milestone Recognition:** - 50 hours: Certificate of Appreciation - 100 hours: Bronze level recognition + gift card - 250 hours: Silver level + invitation to donor dinner - 500 hours: Gold level + special recognition at annual gala - 1,000+ hours: Platinum level + permanent recognition plaque

**Additional Benefits:** - Verification letters for court-ordered community service - Recommendation letters for employment or school - Professional references - Skill development opportunities - Continuing education credits (for applicable roles)

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### QUESTIONS ABOUT VOLUNTEERING?

**Volunteer Coordinator:**

Jasmine Martinez

Phone: (717) 555-8215

Email: [volunteers@harborandtable.org](mailto:volunteers@harborandtable.org)

**Office Hours:**

Monday - Friday: 9:00 AM - 5:00 PM

Location: 1847 Riverside Drive, Lancaster, PA 17601

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### VOLUNTEER TESTIMONIALS

*"Volunteering at the community kitchen has given me so much more than I've given. The connections I've made, the skills I've learned, and the reminder that we all need each other - it's changed my life."*

— **Sarah M., Kitchen Volunteer (3 years)**



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*“As a retired social worker, I wanted to stay engaged. The senior companion program lets me use my experience while forming meaningful friendships. It’s the highlight of my week.”*

— **Robert K., Senior Companion Volunteer (5 years)**

*“I started volunteering in high school for community service hours. Now I’m graduating with a social work degree and I’ve been hired as a case manager. Harbor & Table opened doors I didn’t know existed.”*

— **Maria G., Former Youth Volunteer, Current Staff Member**

*“Our company does quarterly service days here, and it’s become the most requested team-building activity. Employees love the hands-on work and seeing the impact.”*

— **David L., Corporate Partnership Coordinator**

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### ☀️ **READY TO GET STARTED?**

**Apply Online:** [www.harborandtable.org/volunteer](http://www.harborandtable.org/volunteer)

**Call:** (717) 555-8215

**Email:** [volunteers@harborandtable.org](mailto:volunteers@harborandtable.org)

**Visit:** 1847 Riverside Drive, Lancaster, PA 17601

**We can’t wait to welcome you to the Harbor & Table volunteer community!**

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*Harbor & Table Collective is an equal opportunity volunteer organization. We welcome volunteers of all backgrounds, identities, abilities, and experiences.*

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*All information is fictional and created for storytelling purposes.*