

## ADMIN SUPPORT

Contact: [info@ywcade.org](mailto:info@ywcade.org)

Fill out an Admin Volunteer Application here: [www.ywcade.org/volunteer-application/](http://www.ywcade.org/volunteer-application/)

Time Commitment: At the volunteer's discretion and when projects are available

### Digital Media

- Create engaging written, image-based, and video-based social branded content

### Graphic Designer

- Design various visual documents, including programs, brochures, newsletters, and postcards

### Content Writer

- Write, edit, and proofread articles, testimonials, newsletters, and reports

### Administrative Support

- Assist with November Annual Letter Campaign
- IT Support – evaluate current technology, provide recommendations for upgrades to address current and future needs, and train staff on new software systems
- Data Entry/Office Assistant – assist with data entry, filing, and other office duties

### Special Events

- YW Events – Assist with pre, day of, and post event tasks for all YW events as needed.
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## RACIAL & SOCIAL JUSTICE (RSJ)

Contact: [rcotto@ywcade.org](mailto:rcotto@ywcade.org)

Fill out an RSJ Volunteer Application here: [www.ywcade.org/dialogue-to-action-facilitator-application/](http://www.ywcade.org/dialogue-to-action-facilitator-application/).

### Until Justice Just Is – Stand Against Racism Campaign

- Engage in your choice of activity to promote the elimination of racism
- Time Commitment: Flexible

### Dialogue to Action Facilitator

- Lead engaging discussions to promote understanding of racial differences
- Time Commitment: 1-to-2-hour workshops

# CENTER FOR SOCIAL & ECONOMIC PROGRESS

Contact: [cbuchanan@ywcade.org](mailto:cbuchanan@ywcade.org)

Fill out a CSEP Volunteer Application here: [www.ywcade.org/volunteer-application/](http://www.ywcade.org/volunteer-application/).

## Donation Items Wishlist

- [Amazon List](#)
- Boxes of tissues, cases of water, new homeowner welcome baskets, art supplies (including small canvases, brushes, markers, color pencils, stickers, stencils, poster board, and large card stock), journals, fancy pens and markers, stress balls, water bottles, candy and other assorted fun items for youth.) flyers to local locations and partners

## Event/Workshop Support

- Post/Distribute Workshop Flyers/On-site assistance with events
- Time Commitment: Flexible based on availability

## Career Coaches

- Provide on-site mock interviews and resume review and feedback
- Time Commitment: 1-3 hours based on volunteer availability

## Market Mingle - YWMarketplace

- Give Presentations on subject matter useful to entrepreneurs
- Time Commitment: 1-2 hours based on volunteer availability

## Recruitment Efforts - YWMarketplace

- Making phone calls, sending emails, and helping with profile setup
- Time Commitment: 1-3 hours based on volunteer availability

## Project Assistants

- Assist Youth Advisors by developing activities & gathering materials used in workshops
- Time Commitment: minimum of 2 hours per week

## Real Estate Caller

- Call local real estate agents and educate them on our current programs, process for referrals and keep them updated on FC/HO services
- Time Commitment: Once a month, dependent on how many agents are contacted and want follow up information

## Lender Caller

- Call local lenders and update them on current services and process for referrals
- Time Commitment: Once a month with updates to new lenders and current contact

## CRA Lender Caller

- Connect with local bank CRA officers and update them on current services and opportunities
- Time Commitment: Once a month with updates to new lenders and current contact

## Fin-tech Caller

- Teach and walk clients how to open up online accounts
- Once a week if needed, dependent on when client needs it or if the need for a group class is needed

## **HOME-LIFE MANAGEMENT CENTER (HLMC)**

Contact: [lforever@ywcade.org](mailto:lforever@ywcade.org)

Fill out a **HLMC Volunteer Application** here: [www.ywcade.org/volunteer-application/](http://www.ywcade.org/volunteer-application/)

### **Admin Support**

- Answering phones, greeting/referring/assisting visitors, customers, staff, preparing documents and reports, compiling records, scheduling meetings, organizing, and maintaining information.

### **Adult Workshop Facilitator**

- Plan and facilitate activities for HLMC participants (topics vary based on the occasion.)
- Time Commitment: 1-to-2-hour workshops

### **Event Support**

- Setting up tables, chairs, and activities for events, distributing informational materials, and interacting with clients and the public
- Time Commitment: Approximately 3 hours per event

### **Group or Individual Projects for Companies/Organizations**

- Coordinate the delivery of welcome baskets for clients entering or successfully transitioning out of the Home-Life program into a permanent home
- Group or individual projects
- Annual need: sixty baskets, each with supplies for one household

### **Internship**

- Candidates must be enrolled in an undergraduate or graduate program in pursuit of a degree in social work, mental health counseling, psychology, family studies or related subjects with an accredited college or university.
- Time Commitment: Minimum of 15 hours per week.

### **New Beginnings Garden**

- Plant, water, weed, mulch, harvest weekly produce and distribute to HLMC participants
- Time Commitment: 1-2 hours per week.

### **Volunteer Coordinator**

- Recruit volunteers, create and maintain volunteer schedules, and coordinate volunteer involvement in events and opportunities
- Time Commitment: 1-3 hours per week.

## **SEXUAL ASSAULT RESPONSE CENTER (SARC)**

Contact: [dlitten@ywcade.org](mailto:dlitten@ywcade.org)

Fill out a SARA Volunteer Application here: <https://www.ywcade.org/sarc-volunteer-application/>.

### **SARC Helpline Specialist**

- Responding to calls from the 24/7 sexual assault crisis helpline
- Must complete SARC's 50 total hours of training/apprenticeship in suicide and rape prevention
- Remotely or at SARC's Newark Office
- Time Commitment: 6-hour shifts – holidays/weekends

### **Sexual Assault Response Advocate (SARA)**

- Responding to accompaniments and community education
- Must complete SARC's 50 total hours of training/apprenticeship in suicide and rape prevention
- Location: Hospitals, Police Stations, Courts, Community Events
- Time Commitment: 6-hour shifts – holidays/weekends

### **Resource Center and Healing Space**

- Customer service, clerical, data entry, and supplies work
- Ten total hours of training/ apprenticeship in domestic and sexual violence. Online research, customer service and clerical skills.
- Location: SARC's Newark Office and Healing Space at HLMC
- Time Commitment: 4-to-6-hour shifts