

# Inter-Faith Ministries

*A place of hope and new beginnings*

## **Volunteer Opportunities at Inter-Faith Ministries**

### **ADMINISTRATIVE SUPPORT VOLUNTEER**

1. Help with front desk traffic, filing, data entry, and/or word processing. MS Word and Excel preferred. Four-hour shifts are available between 8 a.m. and 5 p.m., Monday to Friday.
2. Mailings and special projects. Addressing, stuffing envelopes, mailing list maintenance. Flexible and as needed – we'll add your name to a list to email or call when we have special projects.

### **INVENTORY VOLUNTEER**

Are you meticulous and organized? We have some inventory projects for you! Shifts are flexible, Monday through Friday. Organizing the Basic Needs Pantry in the Emergency Winter Shelter and the Supply Room at IFM Inn are great ongoing projects for the OCD among us.

### **FOOD PREPARATION/SERVING**

1. IFM Inn. Once a week, once a month, once in a blue moon! Whatever your time commitment you'll enjoy the interaction with Inn residents. Meals can be prepared ahead of time at home or at the Inn. Choose dinner (6 pm daily) or brunch at 10:30-11:00 Saturday and Sunday. Generally plan to shop and prepare food for 25 residents. Great for small groups of 4-6 people.
2. Emergency Winter Shelter. Dinner nightly and/or breakfast daily November 1 through March 31. Meals will serve upwards of 100 people. Sign up as a group and split responsibilities or do it all as a group.

### **CAMPUS BEAUTIFICATION**

Duration: 1 – 4 hours, Group Size: 3-50 volunteers, as needed/seasonal. The IFM campus at 8<sup>th</sup> and Market Streets is always in need of beautification (window washing, landscaping, gardening). We welcome any effort to help us create a space of peace and beauty to give our shelter and apartment residents pride in their surroundings. This is an excellent opportunity for young people to serve alongside a parent or guardian.

### **FROM HOMELESS TO HOME**

Duration: 3-5 hours (10 a.m.-1 p.m. or 10 a.m.- 3 p.m.) From Homeless to Home is a program to help our graduating families and individuals settle in their new homes. The Moving Team consists of four to six individuals – one volunteer graciously willing to lend the use of his/ her pick-up truck and the rest to help load and unload the furniture. Our residents are often referred to His Helping Hands to provide

some of the basics to start their new lives; the Moving Team will coordinate with case managers for scheduling. If no pick-up truck is available, the team may opt to collectively underwrite the cost of a truck for the day through a rental facility.

### **ORGANIZE A DONATION DRIVE**

Donation Drives are a wonderful way for children, corporations, churches, and community groups to support IFM. Organize a donation drive offsite and then arrange for a drop-off and tour of our campus to see firsthand how your efforts impact our mission. Ongoing Needs: NEW Socks, Undergarments, Pantry snacks, bottles of water, Toiletries, Feminine Hygiene Products, Diapers, Diaper wipes, Pull-Ups. NEW OR GENTLY-USED Jackets, Shoes, Boots, Blankets, Linens, Bath and hand towels. See the IFM website [www.interfaithwichita.org](http://www.interfaithwichita.org) for an up to date list of other seasonal or situational needs.

### **OPERATION HOLIDAY**

As a program that serves 13,000 families annually, Operation Holiday is a wonderful opportunity for individuals, families and groups to be involved. Activities start as early as September and continue through the end of the year. Nearly 7,000 volunteer hours each year make Operation Holiday a success.

1. Collection drives – great for businesses, churches, civic organizations or neighborhoods. Make them fun, make them wacky, make them successful. Collect all needed items or a specific one – blankets, pet food, vegetables, fruit, cereals...make a collection drive of nothing but peanut butter! September through December.
2. Doorhanger program for youth – great project for youth groups. Pick a neighborhood, hang notices on doors, then return a few days later to collect the donations. October through December.
3. Application – several sites around Wichita take applications for Operation Holiday assistance. Volunteers needed to fill out applications with recipients. November through early December.
4. Application data entry – enter forms into the computer. Various shifts available, end of November and first of December.
5. Warehouse and inventory set up – Count and sort inventory as it arrives, arrange items, prepare for distribution. November and December.
6. Distribution – three intense days in December! Lots of jobs available, escorting recipients, restocking, toy running, tree selecting...something for everyone, and a shift to meet your schedule.
7. Warehouse clean out – following distribution we empty the space and leave it clean and in good repair. Time frame – before the end of the year.