

COTS Volunteer Needs  
As of August 2010  
Most Pressing Needs Are Highlighted

Contact: Lynn Stanton  
Volunteer Coordinator  
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707-765-6530 x111

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COTS PROGRAM	VOLUNTEER JOB	# VOLS NEEDED	FREQUENCY	DURATION PER VISIT	OVERALL DURATION
Children's Programs - Kids First Meal Prep	Provide, Prep, and Deliver - prepare a meal in your home (for 20 - 25 adults and children) and deliver to Kids First location	5-7	weekly - Thurs	deliver at 5:15 p.m.	12 week course in Petaluma
Events	Event Helpers - help plan, prepare for and work events, including set up and take down, decorations, greeters, etc.	3-5	as needed per event schedule	varies	ongoing
Events	Tour Support Team Members - set up and take down monthly Miracles tours at Vida Nueva in Rohnert Park	2	monthly - 4th Tuesday	5:00 - 7:00 p.m.	ongoing
Mary Isaak Ctr - After Care Support	Supporters for Single Adult Graduates - provide connection and support to graduates as they adjust to living alone and solving life problems. Could include balancing checkbooks, acting as sounding wall, visits after surgery, taking out for coffee, etc.	2-4	weekly or as needed	varies	6-12 month commitment
Mary Isaak Ctr - Drivers	Drivers for Client Appts.	3	as needed	varies	ongoing
Mary Isaak Ctr - Front Desk	Receptionist - manage front desk operations	several	weekly - any day	11:00 am - 10 pm (2 - 4 hour shifts)	ongoing
Mary Isaak Ctr - Inspirational	Speakers - share stories/talents/skills at Good Morning Group or other arranged time	several	one time or repeating	30 - 90 minutes	ongoing
Mary Isaak Ctr - Music	perform live music for clients to enjoy	several	one time or repeating	varies	ongoing
Mary Isaak Ctr - Specialty Support	Professional Services Provider - wide range of possibilities, including bankruptcy assistance, psychotherapy, art groups, massage therapy, credit counseling, acupuncture, etc.	several	one time or repeating	varies	ongoing

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Mary Issak Ctr - Work Right	Work Experience Provider - provide service opportunity in an industry or service area of interest to MIC members. Provide on-the-job experience and a reference.	several	weekly	2 hours	1 - 3 month commitment
Personal Services	Auto Technicians - help maintain/repair member vehicles	1 - 2	as needed	flexible	ongoing
Personal Services	Hair Stylists - provide hair cutting/styling sessions to members	1 - 2	flexible	flexible	ongoing
Petaluma Kitchen	Dishwashers	7(if once a week)	daily or weekly	12:00 to 2:00 p.m.	ongoing
Petaluma Kitchen	Donation Sorters	7 (if once/wk)	weekly - any day	8:00 a.m. to 12:00 p.m.	ongoing
Petaluma Kitchen	Prep Cooks/Servers - Noon Meal	2 (if once/wk)	Sat, Sun	8:30 a.m. to 1:00 p.m.	ongoing
Petaluma Kitchen	Drivers - On Call for various needs	several	as needed	7:00 to 11:00 a.m.	ongoing
Petaluma Kitchen	Prep Cooks - Evening Meal	7 (if once/wk)	daily or weekly	2:00 to 5:00 p.m.	ongoing
Petaluma Kitchen	Spanish Language Translator to translate one or two page forms from English to Spanish.	1	as needed	varies	ongoing
Petaluma Kitchen	Facility and Grounds Maintenance	one team of 3-5	weekly or monthly	few hours	ongoing
Petaluma Kitchen - Food Box Program	Drivers - Food Box Deliveries	several individuals or teams of 3-5	weekly - Sat	9:00 - 10:30 a.m.	ongoing
Petaluma Kitchen - Food Box Program	Drivers - Friday Deliveries	3-4	weekly - Fri	10:00 am - 11:30 a.m.	ongoing
Petaluma Kitchen - Food Box Program	Food Box Packers	several individuals or teams of up to 20	Mon through Sat a.m.'s (Sat biggest need)	2 hours: M-F 7:30 - 9:30 a.m., Sat 6:30 - 8:30 a.m.	ongoing
Petaluma Kitchen - Food Box Program	Saturday Clean Up	3 or 4	Saturdays	8:30 a.m. to 10:00 a.m.	ongoing
Petaluma Kitchen - Food Box Program	Bilingual admin assistants to help with Food Box Program sign-ups.	6 (if once/wk)	Sun through Fri	9:30 to 11:00 a.m.	ongoing
Rent Right Program	Childcare helpers -- Ideal opportunity for teens.	2	weely - Mon eves - starts Sept. 20	6:15 - 8:45 p.m.	9 week sessions

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Rent Right Program	Tutor - help elementary and high school kids with homework assignments	1	weekly - Mon eves - starts Sept 20	6:15 - 8:45 p.m.	9 week course
Rent Right Program	Attorneys - help clients resolve legal issues	1 - 3	as needed	varies	ongoing
Rent Right Program	Fiscal Team Members - work on client's behalf to negotiate away (or down) PG&E and other bills that are thwarting efforts to secure housing	3-5	varies	varies	ongoing
Rent Right Program	Mentors - help students complete in-class assignments	2	Mon, Thurs	3 hours	9 week course
Shared Transitional Housing	Adopt a house or room within a house to update, makeover, or transition to a new functional space.	teams of 3 or more	as needed	flexible	ongoing
Shared Transitional Housing	Childcare Helpers and Tutors - provide childcare while parents attend on-site meetings with COTS staff	3	once or twice a month	1 to 2 hours	ongoing
Shared Transitional Housing	Disaster Planning - Work with 3-4 families on earthquake preparedness and fire drills	1	varies	1 to 2 hours	occasional
Shared Transitional Housing	Instruct Families on how to tend their garden and / or to cook with fresh vegetables	1	varies	varies	ongoing
Shared Transitional Housing	Yardwork/Maintenance Helpers - yardwork and maintenance support	teams of 2-5	monthly	flexible	ongoing
The Family Connection	Family Support Team Members - be part of a team of 3 - 5 volunteers to create a support network for a family transitioning out of homelessness	individuals or teams of 3-5	weekly	2 hours	12 month commitment
Vida Nueva	Tutors to help children with homework	1-4	weekly	4:00 pm - 5:30 pm	ongoing