

Interfaith Community Services – Volunteer Opportunities

For more information, contact Nusrat Symons

nsymons@interfaithservices.org or (760) 489-6380 ext.221

Job Title	Available Days/Hours	Program	Duties	Special Skills Required	Location
Safety-Skills Teacher	Mornings, one-time or limited basis	Confia en Ti	Teach Confia clients applicable job safety skills	Applicable work experience, teaching a plus	Escondido
Clerical / Admin Clerk	Mon. – Fri. Flexible, between 8:00 AM – 5:00 PM	Confia en Ti	General filing / organization and data entry		Escondido
Data Entry	Mon. – Fri. Flexible, between 8:00 AM – 5:00 PM	Development	Enter data into Interfaith’s database	Computer literate, attention to detail	Escondido
Clerical Assistant	Mon. – Fri. Flexible, between 8:00 AM – 5:00 PM	Development	Mail letters; fold and prepare mailers		Escondido
Speakers Bureau	Various Days and Times	Development	Speak with area schools, clubs, faith communities, and groups to share about Interfaith programs and services	Knowledge of Interfaith programs and services	Various
Computer Lab Supervisor	Mon. – Fri. Flexible, between 8:00 AM – 5:00 PM	Employment Services	Supervise individuals using the computer lab. Assist with resumes and job searches.	General computer knowledge required. Great people skills!	Escondido
Computer Skills Teacher	TBD	Employment Services	Teach beginning computer classes	Proficient with Windows, Word, Excel, and experience training	Escondido
I.T. Specialist	Flexible Mon. – Fri. 8:00 AM – 5:00 PM	Employment Services	Rebuild local server for computer lab, maintain network integrity	Experience with I.T. work and servicing networks	Escondido

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Workshop Leader	One-time engagement	Employment Services	Share valuable skills with clients at a monthly workshop (“Goal Setting,” Money Management,” etc.)	Outgoing, desire to teach small groups	Escondido
Vocational Planner	Weekly meetings with clients	Employment Services	Setup individual employment plan, meet with client to address barriers to employment		Escondido
Driver / Donations Collection	Flexible, weekday mornings	Food Services, others as needed	Provide own transportation to pickup food donations	Truck of large SUV preferred for most pickups	Inland North County
Pantry Worker	Mon. – Fri. 8:00 – 11:00 AM	Food Services	Sort food, receive donations, fill orders		Escondido
Dinner Preparers / Servers	Mon., Tue, Thur, Fri. 4:30 – 7:00 PM Wed. 5:00 – 7:30 PM Sat. & Sun. 5:00 – 7:00 PM	Food Services / Veterans Dept.	Assist with food preparation. Serve dinner to 50+ residents of Interfaith’s shelter for homeless veterans. Assist with cleanup afterwards	Interfaith is always in need of food. Individuals and groups are urged to provide food for these dinners!	Escondido
Breakfast Preparers / Servers	Sat. & Sun. 7:00 – 8:30 AM	Food Services / Veterans Dept.	Prepare and serve breakfast to 50+ residents of Interfaith’s shelter for homeless veterans. Assist with cleanup afterwards	Small groups of 3-4 can prepare and serve breakfast on weekends.	Escondido
Sandwich Makers & Sack Lunch Preparers	Flexible	Food Services	Make 125 sack lunches that include: sandwich (PB&J), fruit, drink, and cookie	Can be done onsite or offsite, with Interfaith or with donated materials	Escondido / Off-site

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Window Washer	Once a week	General	Wash windows once per week at Coastal Service Center		Oceanside
Clerical Support – Filing	Flexible, Mon. – Fri. 8:00 AM – 5:00 PM	Human Resources	File paperwork		Escondido
Donation Drive	Anytime	Multiple	Organize a donation drive for specific items that Interfaith needs	Check the Interfaith website, or call, to find out donation needs	Anywhere
Clerical Assistant	Mon. – Fri. 8:00 AM – 5:00 PM	New Resolve – Veterans Assistance	File, make phone calls, copy, etc.	Office experience preferred, but not necessary	Escondido
Clerical Assistant	Mon. – Fri. 8:00 AM – 5:00 PM	Senior Services	Clerical, data-entry, make phone calls	Prefer someone who speaks clearly (for phone calls)	Vista
Clerical Assistant	Mon. – Fri. 8:00 AM – 12:00 PM	Senior Services	Clerical, data-entry, make phone calls	Prefer someone who speaks clearly (for phone calls)	San Marcos
Home Visitor	Times and days vary, usually lasts 1-1.5 hours	Senior Services	Visit senior citizens at their home, usually once a week	Someone who can provide caring companionship!	San Marcos / Vista
Yard Work	Usually Saturday Mornings	Senior Services	Pull weeds, wash windows, general yard work	Groups of 5 – 10 can work together on this assignment	San Marcos / Vista / Oceanside
Minor Home Repair Handyman	Time & Days Vary 2-3 jobs per month	Senior Services	Minor home repair (grab bars, reinforce railings, repair steps, leaky faucets, etc.)	Someone with plumbing experience would be very helpful	North County Inland / Coastal

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Receptionist	Wed. 8:00 AM - 12:00 PM	Social Services	Greet incoming clients, answer phones, etc.		Oceanside
Spanish Translator	One Friday per month 8:45 AM – 12:00 PM	Social Services	Translate for Spanish-speaking clients who participate in our free legal clinic	Bilingual	Escondido
Volunteer Lawyer	One Friday per month 8:45 AM – 12:00 PM	Social Services	Meet with legal clinic clients, provide legal advice	Law Degree, experience in law	Escondido
Dinner for the Tikkun Home	Mon. – Sun. Drop off food between 4:30 – 5:30 PM	Tikkun Home for mentally ill, homeless women	Cook a meal for the 6 women of the Tikkun Home, drop off meal at the Tikkun Home		Escondido
Clerical Assistant	Mon. – Fri. 8:00 AM – 5:00 PM	Veterans	File, provide clerical assistance as required		Escondido