



## ADMINISTRATIVE OFFICES & SOUTH BAY PROGRAMS

974 Willow Street  
San Jose, California 95125  
408.292.4286 | Fax 408.271.0826

## PENINSULA PROGRAMS

P.O. Box 702  
Palo Alto, California 94302

# Volunteer Opportunities 2010

**Food Service** – Our food service department needs hardworking and friendly volunteers to assist in the day-to-day operations of our meal programs.

*Positions available* | Meal Provider, Kitchen Supervisor <sup>+16</sup> <sup>25lbs</sup>, Kitchen Crew <sup>+16</sup>, Hospitality <sup>+16</sup>, Meal Prep/Server Food Program Assistant

**Instructional/Education** – We are always looking for volunteers to share their wealth of knowledge and skills with our clients.

*Positions available* | After-School Tutor, Job Coach <sup>+16</sup>, Computer Lab Monitor <sup>+16</sup> <sup>T</sup>, Workshop Host <sup>+16</sup>, Computer Instructor/Trainer <sup>+16</sup> <sup>T</sup>, Childcare Assistant

**Program Support** – With numerous programs in existence at InnVision, there is always a great need for volunteers to help support these programs!

*Positions available* | Donation Depot Supervisor <sup>+16</sup> /Assistant <sup>25lbs</sup>, Produce Market Assistant <sup>25lbs</sup>, Palo Alto Clothes Closet Assistant, Palo Alto Food Closet Assistant

**Host a Donation/Food Drive!** – We are always in need of high quality clothing/shoes, diapers, toiletries, linens, houseware, food & new toys for our clients. Help host a donation/ food drive that will make a difference in our community!

**Administrative Support** – We welcome organized and amiable volunteers to assist with administrative tasks in our administration offices.

*Positions Available* | Data Entry <sup>T</sup>, Front Desk/Receptionist <sup>+16</sup> <sup>T</sup>, Office Assistant <sup>T</sup>, Public Relations Assistant

**Maintenance Support** – There is always need for energetic and diligent volunteers to assist in caring for our beautiful facilities.

*Positions Available* | Interior/Exterior Painting, Gardening/Cleaning, Landscaping <sup>25lbs</sup>, Home Improvement Projects <sup>25lbs</sup>

**Seasonal Programs** – Help us reach out to the community during our seasonal activities by volunteering your time and talent.

*Positions Available* | Summer Camp, Holiday Toy & Teen Shop, Fundraising Events

**Group Projects** – Bring your organization, church, school, club, scout troop etc... and volunteer together to make a difference!

**Professional Volunteers** – Offer your time and skills to develop our clients and programs!

*Positions Available* | Tech Support, Certified Counseling, Job Development, Tax Preparation, Fitness Instruction

<sup>+16</sup> **Must be over 16 to volunteer or have adult supervision**

<sup>25lbs</sup> **Must be able to lift 25lbs**

<sup>T</sup> **Must be able to type**

[www.INNVISION.org](http://www.INNVISION.org)