



Deborah's  
Place

**Rebecca Johnson Apartments  
Administrative Offices**

2822 W. Jackson Blvd.  
773.348.9032

**Marah's Supportive Housing**

1456 W. Oakdale  
773.348.9011

Contact: Shana Thompson  
SThompson@deborahsplace.org

**Patty Crowley Apartments**

1530 N. Sedgwick  
312.944.9227

**Dolores' Safe Haven  
Teresa's Interim**

1532 N. Sedgwick  
312.944.8810

Contact: Yolanda Thaxton  
YThaxton@deborahsplace.org



Deborah's Place was started by volunteers and 30 years later, volunteers continue to be an integral part of our organization. There is a wide range of volunteer opportunities throughout our programs, and we work with volunteers to find the right place for their special talents and interests.

We look forward to building a meaningful and lasting relationship with you!

If you have any questions about volunteering, please contact  
Events & Volunteer Coordinator

**Tenille Johnson**  
773.638.6538  
tejohnson@deborahsplace.org

**VOLUNTEER OPPORTUNITIES**



# Deborah's Place

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## Meal Service

<b>Programs:</b> Marah's (1456 W. Oakdale) Dolores' Safe Haven (1532 Sedgwick Ave.)	<b>Reports to:</b> Location's Residential Staff on duty
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### Category

Individual and Group 2-3 Volunteers

### Purpose

Meal Service Volunteers are needed to assist with prepping, serving and cleaning up during lunch and/or dinner. Top chef skills are not required, but welcomed!

### Time

Lunch is from 11 AM- 1 PM at both locations, volunteers should arrive at 11 AM; Dinner shift at Martha's is from 5:30-7:30 PM, Dolores' Safe Haven Dinner shift is 6 PM-8PM. Volunteers arrive at either 5:30 or 6 (depending on location) to begin preparing meals.

### Essential Duties and Responsibilities

#### *Key Responsibilities*

- Communicate with location program director or staff on what scheduled meal will be served for the shift, including ingredients.
- Communicate with the program director or staff about dietary restrictions or allergies.
- Volunteers will assist in all areas of the kitchen-preparing, serving the meal, cleaning the kitchen/dining area.
- Properly store leftovers.
- Thoroughly washing and store cooking utensils.

#### *If you are providing or purchasing a meal*

- Schedule with the volunteer coordinator to ensure staff is aware that a meal will be provided.
- Individuals and groups are responsible for prepping and serving the meal.
- If you for some reason cannot provide a meal on the scheduled day, it is vital that program staff is contacted as soon as possible to make other arrangements.
- Consider both vegetarian and meat options for the main course.
- Ask program staff to provide you with meal options if you're unsure of what to serve.
- Provide a main course and sides for participants and volunteers.
  - Marah's – 30 participants plus volunteers
  - Dolores' Safe Haven, Teresa's Interim Housing & Patty Crowley Apartments- 64 participants plus volunteers
- The kitchen will be available for reheating and plating of meals. Please do the majority of meal prep prior to arriving on site.
- Meals can be purchased or pre-made.

# Landscaping and Cleaning

**Programs:** Marah's (1456 W. Oakdale)  
Dolores' Safe Haven (1532 Sedgwick Ave.)  
Rebecca Johnson Apartments (2822 W. Jackson Blvd.)

**Reports to:** Location's Residential Staff on duty

## Category

Individual and Group 10-15 Volunteers

## Purpose

Maintain and beautify our spaces for both residents and visitors.

## Time

Please contact Volunteer Coordinator for shift availability. Plan for a 3-4 hour shift.

## Essential Duties and Responsibilities

### *Key Responsibilities*

- Cleaning indoors: windows, stair railings, bathrooms and common areas.
- Landscaping outside: Picking up garbage around the premises, pulling weeds in the warmer months, planning or pruning flower beds.
- Please be prepared to provide cleaning or landscaping tools/equipment or supplies including Latex or gardening gloves, trash bags, rags and cleaning supplies such as glass and all-purpose cleaners.

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# Bingo and Games

**Programs:** Marah's (1456 W. Oakdale)  
Dolores' Safe Haven (1532 Sedgwick Ave.)  
Rebecca Johnson Apartments (2822 W. Jackson Blvd.)

**Reports to:** Location's Residential Staff on duty

## Category

Individual and Group 5-20 volunteers depending on location

## Purpose

Provide a fun, relaxing and rewarding opportunity to engage with Deborah's Place participants.

## Time

Please contact volunteer coordinator for shift availability. Plan for 2-hour shift.

## Essential Duties and Responsibilities

### *Key Responsibilities*

- You bring the prizes; we'll bring the bingo cards!
- Group will be responsible for leading and overall flow of activity.
- Please refer to Deborah's Place [Wish List](#) for prizes items.
- Bring enough prizes for each participant to win at least once.
- Assist with calling of bingo numbers, helping participants mark their cards as well as supervising prize table
- Other games are welcomed such as jeopardy, checkers, UNO or other card games (please provide)

# Administrative Support

**Programs:** Rebecca Johnson Apartments (2822 W. Jackson Blvd.)

**Reports to:** Location's Residential Staff on duty

## Category

Individual

## Purpose

Assist administrative staff with day-to-day office duties.

## Time

Please contact volunteer coordinator for shift availability. Plan for 2-hour shift.

## Essential Duties and Responsibilities

### Key Responsibilities

- Perform general clerical duties including photocopying, faxing and preparing mailings
- Entering donations received in our database.
- File maintenance and shredding.
- Other duties as assigned.

# Skill Base Workshops

**Programs:** Depends on request

**Reports to:** Location's Residential Staff on duty

## Category

Individual and Group (2-3 Volunteers)

## Purpose

Special skill based volunteers are welcomed at Deborah's Place. Volunteer to share your particular skill and lead an activity at any of our three Learning Centers. Bring your creative ideas! Some topics include financial literacy, job search topics/resume writing, GED prep and other skilled base workshops.

## Time

Please contact volunteer coordinator for shift availability. Plan for 1-2 hours shift.

## Essential Duties and Responsibilities

### Key Responsibilities

- Group is in charge of overall flow and engagement with participants.
- Contact volunteer coordinator for a number of anticipated participants.
- Please provide ample copies of reading materials including, pamphlets, worksheets or other learning tools.

# Arts & Crafts

**Programs:** Marah's (1456 W. Oakdale)  
Dolores' Safe Haven (1532 Sedgwick Ave.)  
Rebecca Johnson Apartments (2822 W. Jackson Blvd.)

**Reports to:** Location's Residential Staff on duty

## Category

Individual and Group (5-15 volunteers) depending on program.

## Time

Please contact volunteer coordinator for shift availability. Plan for 1-2 hour shift.

## Essential Duties and Responsibilities

### *Key Responsibilities*

- Volunteers are asked to facilitate resident participation in crafting event.
- A "think out-of-the box" attitude, creativity, and imagination.
- Create an activity that can be taught as a group.
- Provide ample supplies for all participants.
- Be able to work one-on-one with individuals that need assistance.
- Arts & crafts activities include knitting, weaving, beading, tie dying, motivational colleagues, etc.

# In-Kind Donation Sorting

**Programs:** Rebecca Johnson Apartments (2822 W. Jackson Blvd.)

**Reports to:** Volunteer Coordinator

## Category

Individual and Group (1-15 Volunteers)

## Purpose

Assist with organizing and in-kind donations.

## Time

Please contact volunteer coordinator for shift availability. Plan for 1-2 hour shift.

## Essential Duties and Responsibilities

### *Key Responsibilities*

- Volunteers are asked to sort, organize and shelf in-kind donations.
- Must be able to lift at least 20lbs.
- Unpacking of bulk items.
- Sorting multiple boxes.