

Volunteers Needed!

The volunteer program is critical part of NeighborImpact's ability to serve the community. The following is a brief list of some of the volunteer positions that are available through NeighborImpact. If you are interested in volunteering contact the volunteer coordinator at 548-2380 x. 302 or by e-mail volunteer@neighborimpact.org. You can obtain a [Volunteer Application in Adobe Reader format* by clicking here](#).

Volunteer Opportunities are available in the following general categories:

[Children/Youth Opportunities](#)
[Clerical](#)
[Social Service/Case Management](#)
[Food Programs](#)
[Development](#)

[Children/Youth Opportunities](#)

Position Title: After-School Helper
Location: Healy Heights Apartments
1900 N.E. Bear Creek Rd. #171
Bend, OR 97701

Purpose of Assignment: To work with at-risk children in an after-school setting. To provide assistance and support to children ages 5-16 years, with academic and social skills-building, and encourage participation in "Homework Club" enrichment activities.

[For a complete Job Description in Adobe Reader* Format click here](#)

Position Title: Classroom Assistant
Location: Head Start sites including Sisters, Bend, Redmond, Prineville, and La Pine

Purpose of Assignment: To assist and cooperate in a supportive role to the teacher in carrying out developmentally appropriate activities for a classroom setting.

[For a complete Job Description in Adobe Reader* Format click here](#)

Position Title: Community Gardens
Location: Healy Heights Apartments
1900 N.E. Bear Creek Rd. #171
Bend, OR 97701

Purpose of Assignment: Responsible for on-going development and coordination of the Children's Community Garden at NEIGHBORIMPACT's transitional housing program in Bend.

[For a complete Job Description in Adobe Reader* Format click here](#)

Clerical

Position Title: Clerical Support
Location: NeighborImpact Administrative Offices
2303 SW First Street
Redmond, OR 97756

Purpose of Assignment: Provide administrative and program support and assist in the development of on-going projects. Duties may include office operations.

[For a complete Job Description in Adobe Reader* Format click here](#)

Position Title: CCR Office Aide
Location: Child Care Resources Office
NeighborImpact Administrative Offices
2303 SW First Street
Redmond, OR 97756
*Also possible to work from home.

Purpose of Assignment: Primary function is to keep Child Care Resource's database current. This position will help child care providers gain information about and access to, trainings for day care licensure.

[For a complete Job Description in Adobe Reader* Format click here](#)

Position Title: Translator
Location: Head Start Sites including Sisters, Bend, Redmond, Prineville and La Pine

Purpose of Assignment: Translate for non-English speaking families at parent meetings. *Seeking Spanish-speaking translators at this time.*

[For a complete Job Description in Adobe Reader* Format click here](#)

Position Title: Head Start Clerical Assistant
Location: Head Start Offices
NeighborImpact Administrative Offices
2303 SW First Street
Redmond, OR 97756

Purpose of Assignment: To assist in general office duties, including production work, filing, typing, collating, limited data entry, and answering the telephone.

[For a complete Job Description in Adobe Reader* Format click here](#)

Social Service/Case Management

Position Title: Bend Aid Support Staff
Location: Bend Aid Office
501 NE Greenwood, Suite 900
Bend, Oregon

Purpose of Assignment: Responsible for expedition and broadening emergency services to those in need by offering clerical support including data entry and discussing available community resources.

[For a complete Job Description in Adobe Reader* Format click here](#)

Position Title: Assistant Volunteer Coordinator
Location: Bend Aid Office
501 NE Greenwood, Suite 900
Bend, Oregon

Purpose of Assignment: To provide support to the regular staff with regard to volunteer management. To ensure that the Bend-Aid office can become more efficient in its use of volunteer staff. To activate members of the community to participate in activities which directly empower and assist low income and homeless peoples.

[For a complete Job Description in Adobe Reader* Format click here](#)

Position Title: Special Service Volunteer
Location: Bend Aid Office
501 NE Greenwood, Suite 900
Bend, Oregon

Purpose of Assignment: To assist with various duties which enhance the efficiency of the Bend-Aid office. To involve members of the community in social service efforts.

[For a complete Job Description in Adobe Reader* Format click here](#)

Food Programs

Position Title: Food Delivery / Brown Bag Aide
Location: 2 locations in East Bend (approximately 1.5 miles apart)

Purpose of Assignment: Assist in the distribution of food to clients of Emma's Place Brown Bag and deliver food to Grandma's House.

[For a complete Job Description in Adobe Reader* Format click here](#)

Position Title: Warehouse Assistant (Food Distribution)
Location: NEIGHBORIMPACT Warehouse - 2303 SW First Street, Redmond

Purpose of Assignment: Assist in the food distribution activities for warehouse operations.

[For a complete Job Description in Adobe Reader* Format click here](#)

Development

Position Title: Volunteer Coordinator

Location: NEIGHBORIMPACT Administrative Offices
2303 SW First Street
Redmond, OR 97756

Purpose of Assignment: Working with site supervisors and NeighborImpact's Development staff, the Volunteer Coordinator will help place volunteers, help recruit volunteers for special events, update volunteer materials as needed, update volunteer databases and spreadsheets and help develop volunteer appreciation events.

Position Title: Special Events

Location: Varies

Purpose of Assignment: Distribute flyers and posters and/or serve on a special committee for NeighborImpact's special events.

Position Title: Brown Bag Community Educator Recruiter

Location: Varies, may be done at home

Purpose of Assignment: Work with Brown Bag site supervisor and NeighborImpact's Food Program to bring community education to Brown Bag sites. The volunteer will use the tool kit provided by NeighborImpact containing contact numbers of educators and outreach material.

Position Title: Brown Bag Tool Kit Renovator

Location: Varies, may be done at home

Purpose of Assignment: The volunteer works with NeighborImpact Food Program staff and NeighborImpact Tool Kit sites. The goal is to keep the tool kit updated, useful and efficient. When a number is changed or a new resource book is created, this volunteer will notify the sites and will help keep the kit a sustainable advocacy tool.

.