



VOLUNTEER OPPORTUNITIES

Special Recreation Program Volunteer

Helping Hand Center provides opportunities for participants to socialize, gain independence, learn new skills, and have fun! Volunteers assist participants by modeling appropriate social behavior and encouraging participation.

Monday	Thursday	Friday
Creative Crafters (3:30 - 6:00 p.m.)	Bust A Move (3:30 - 5:00 p.m.)	Weekly Wildcard (3:30 - 6:00 p.m.)

- Location:** Adult Services Building, 6160 East Avenue, Hodgkins.
Requirements: Volunteers must be at least 14 years old and are required to complete background checks.
Frequency: We ask individuals to volunteer on a regular basis (commit to volunteer at least 10 times)
Sign up: Use Volunteer Spot, an-online sign up tool, to schedule volunteer days.

Community Outing Volunteer

Our adult services clients participate in weekly community outings. Volunteers are needed to assist staff on the outing and engage clients at locations such as movie theaters, stores, and restaurants. Transportation may or may not be provided depending on the number of clients participating in the outing.

- Location:** Adult Services Building, 6160 East Avenue, Hodgkins.
Days/Times: Mondays, 9:00 a.m. – 1:00 p.m. & Thursday, 10:00 a.m. – 2:00 p.m.
Requirements: Volunteers must be at least 18 years old and are required to complete background checks.
Frequency: We ask individuals to volunteer on a regular basis (commit to volunteer at least 10 times)
Sign up: Initial sign up through Carolyn Kline and then work directly with Adult Program Staff to schedule.

Café Volunteer – Adult Services

We are seeking individuals to volunteer in our Adult Services Cafe. Jobs include organizing lunch bags, cutting up food, microwaving lunches, preparing plates/set up, assisting clients with coffee/vending machine and cleaning between lunch periods.

- Location:** Adult Services Building (6160 East Ave., Hodgkins)
Days Available: Monday - Friday
Time: 9:30 a.m. - 1:00 p.m.
Requirements: Volunteers must be at least 16 years old and must complete all background checks.
Frequency: We ask individuals to volunteer on a regular basis (commit to volunteer at least 10 times)
Sign up: Use Volunteer Spot, an-online sign up tool, to schedule volunteer days.

Art Room Volunteer

If you like to get your hands dirty, consider volunteering in our Art Room! Volunteers assist staff in the art room with clean up and prep materials for the next day/week.

Location:	Adult Services Building (6160 East Ave., Hodgkins)
Days Available:	Tuesday, Thursday and Friday
Time:	3:00 – 4:30 p.m.
Requirements:	Volunteers must be at least 20 years old and must complete all background checks. Individual needs to be able to work independently.
Frequency:	We ask individuals to volunteer on a regular basis.
Sign up:	Use Volunteer Spot, an-online sign up tool, to schedule volunteer days.

Residential Food Sort Volunteer

Volunteers are needed on a consistent basis to work a regular “shift” on specified Tuesdays (10:00a.m-1:00p.m) or Wednesdays (9:00a.m-12:00p.m, 12:00p.m-3:00p.m, or 3:00 – 6:00 p.m.) to sort the bulk food order for our residential homes. Volunteers will have the opportunity to work with our clients on Wednesdays.

Location:	Children Services Building, (9649 W. 55 th Street, Countryside)
Days Available:	Specified Tuesdays and Wednesdays
Time:	Varies
Requirements:	Volunteers must be at least 14 years old and must complete all background checks.
Frequency:	We ask individuals to volunteer on a regular basis. (commit to volunteer at least 10 times)
Sign up:	Use Volunteer Spot, an-online sign up tool, to schedule volunteer days.

Data Entry Volunteer – Adult Services

We are seeking individuals to support our Case Managers with data entry. This job includes entering data from paper goal sheets into agency tracking system and copying and pasting updated goals from agency system to goal tracking template.

Location:	Adult Services Building (6160 East Ave., Hodgkins)
Days Available:	Monday - Friday
Time:	Flexible but prefer at least 2 hours at a time.
Requirements:	Volunteers must be at least 16 years old and will be required to take a fingerprint criminal background check.
Frequency:	We ask individuals to volunteer on a regular basis (commit to volunteer at least 10 times)

Landscaping/Outdoor Projects

Join our team to help with landscaping, window washing and beautification projects at all Helping Hand Center buildings. Whether you are one person or have organized a group, we welcome your time and energy. Please email Carolyn.kline@hhcenter.org to inquire.

Peer Volunteer: School for Children with Autism

Each spring, volunteers, ages 7-22, have the opportunity to sign up for a position in our School for Children with Autism. Volunteers are needed on a consistent basis to work a regular “shift” for 1-2 hours at a time, during our school hours (Monday through Friday, 9:00a.m - 2:00p.m.) Volunteers assist with activities, play games, cook, while helping to model appropriate social behavior for our students.

Location:	Children Services Building, (9649 W. 55 th Street, Countryside)
Days/Time Available:	Monday – Friday – schedule available upon request
Requirements:	Volunteers can be 7 – 22 years old. Volunteers 14 and older are required to complete background checks. Under 14 are required to sign a waiver form annually.
Frequency:	We ask individuals to volunteer on a regular basis.
Sign up:	Use Volunteer Spot, an-online sign up tool, to schedule volunteer days.

Volunteer Forms & Requirements

- Complete **Volunteer Application** (*Per DHS, volunteers (over age 14) must provide their Social Security number and pass the Healthcare Worker Registry Check, Illinois Sex Offender, and Healthcare and Family Services (HFS) Office of Inspector General (OIG) Sanction List clearance*)
- Complete **Child Abuse and Neglect Tracking System (CANTS) Form** (for volunteers 14+ years old)
- Complete the **Volunteer Waiver, Release, Hold Harmless Indemnification Agreement**
- Read **Helping Hand Center Handbook & Complete Sign-Off Form**
- Complete **Abuse & Neglect Training** (for volunteers 14+ years old)

All volunteers working with confidential client information will require additional requirements.

How to Sign Up

- Contact Carolyn Kline, 708-352-3580, ext. 280, Carolyn.kline@hhcenter.org.
- Discuss volunteer job(s) and agree upon assignment – meet/interview with staff if necessary
- Complete required paperwork
- Upon approval, finalize assignments.
- Sign up for volunteer activities through Volunteer Spot, an online signup/reminder tool

If you have questions:

Carolyn Kline | Carolyn.Kline@hhcenter.org | (708) 352-3580, ext. 280