



A Journey of Hope.

A Transformation for Life.

**[LifePathYork.org](http://LifePathYork.org)**

Volunteer Needs: By Department

371 W. Market St. York, Pa | (717) 845-7662 x 1103

[JEllis@LifePathYork.org](mailto:JEllis@LifePathYork.org)

*Dear Ministry Partner,*

Thank you so much for your interest in supporting our efforts to love, honor, and serve those less fortunate. We utilize numerous ministry facets to address the broad and unique needs of the men, women, and children we serve. We are so grateful you have expressed an interest in becoming part of our volunteer team.

This guide book is laid out by ministry department, and provides a deeper look into the everyday and occasional needs at LifePath - with details on how to get involved.

We're so glad you're part of our ministry team!

Graciously,



John Andrew Ellis

Volunteer Director

*LifePath Christian Ministries*

LifePathYork.org

[JEllis@LifePathYork.org](mailto:JEllis@LifePathYork.org)

717-845-7662 x 1103

    **Volunteer Now**



## York Economy Store (Dave Cook)

(M-F 9am-4:30pm, Sat. 9am-2pm)

283 W. Market St. York, Pa | 472-8889 x 1301 | [DCook@LifePathYork.org](mailto:DCook@LifePathYork.org)

### Primary Need

#### **Test and clean electronics and perform basic repair as needed for placement in store**

Frequency: 2 days per week

Volunteers: 1-2

#### **Sort and categorize greeting cards, match envelopes, and eliminate signed cards**

Frequency: 2 days per week

Volunteers: 1-2

#### **Test and clean toys, check games & puzzles, stage toys for placement in store**

Frequency: 3 days per week

Volunteers: 3-5

#### **Help process and sort Bric-Brac, assist Bev with pricing and stocking of shelves**

Frequency: 3 days per week

Volunteers: 3-5

#### **Help inspect and sort clothes, hang clothes and prepare for placement in store**

Frequency: Daily

Volunteers: 5-8

### Secondary Need

#### **Keep store stocked with merchandise, check inventory, and tag merchandise**

Frequency: Daily

Volunteers: 5-10

#### **Light cleaning, vacuuming, dusting shelves, racks, etc.**

Frequency: Daily

Volunteers: 5-10

#### **Bag customer merchandise at checkout counter and wrap breakables**

Frequency: Daily

Volunteers: 5-10

#### **Greet customers as they enter the store, assist customers on sales floor, keep displays organized**

Frequency: Daily

Volunteers: 5-10





## Dover Economy Store (Jon Fiorenza)

(M-F 9am-4:30pm, Sat. 9am-2pm)

283 W. 67 N. Main St. Dover, Pa | 292-7832 | JFiorenza@LifePathYork.org

### **Clothing Department Inspectors/Sorters**

Frequency: 1-2 days per week

Volunteers: 4-6 for 3-4 hour shifts

Task: To work in our most efficient department and help generate revenue for our ministry by inspecting clothing to determine if acceptable to sell in our store.

### **Light Cleaning**

Frequency: 2 days per week

Volunteers: 2-3 for 2 hour shifts

Task: To help keep our store a pleasant place to shop for our customers by performing light cleaning tasks such as vacuuming, dusting, and sweeping.

### **Bric-Brac Department Associates**

Frequency: 2 days per week

Volunteers: 1-2 for 2-3 hour shifts

Task: Keeping our bric-brac department well organized and stocked with products. Must be able to do some light lifting up to 25 lbs.

### **Toy Department Inspectors**

Frequency: 1-2 days per week

Volunteers 1-2 for 2-4 hour shifts

Task: Keeping our younger customers engaged by making sure our toy shelves full of clean and functioning toys. Inspecting and pricing toy donations based on condition and function.

### **Greeters/Checkout Assistants**

Frequency: 1-5 days per week

Volunteers: 1 for 2-4 hour shifts

Task: To make each of our customers feel welcome by giving them a warm greeting as they enter our store. To help our cashier checkout customers by bagging their purchases and making light conversation with them.





## Volunteer Needs: Dallastown Economy Store (Angelic Clark)

(M-F 9am-4:30pm, Sat. 9am-2pm)

33 E. Maple St. | 717-244-2780 | AClark@LifePathYork.org

### Primary Need

#### **Clothing Department Inspectors/Sorters**

Frequency: 1-2 days per week

Volunteers: 1-2 for 3-4 hour shifts

Task: To work in our most efficient department and help generate revenue for our ministry by inspecting clothing to determine if acceptable to sell in our store.

#### **Bric-Brac Department Associates**

Frequency: 2 days per week

Volunteers: 1-2 for 2-3 hour shifts

Task: Keeping our bric-brac department well organized and stocked with products. Must be able to do some light lifting up to 25 lbs.

#### **Toy Department Inspectors**

Frequency: 1-2 days per week

Volunteers 1-2 for 2-4 hour shifts

Task: Keeping our younger customers engaged by making sure our toy shelves full of clean and functioning toys. Inspecting and pricing toy donations based on condition and function. Check games and puzzles to verify all pieces are included.

#### **Landscaping**

Frequency: Annually in the fall / spring

Task(s): Planting bulbs in the fall so they can bloom in the spring. Mulching in fall and spring to keep weeds down. Weeds should be pulled as needed. It would be helpful if a local business could donate bulbs / shrubs.

#### **Furniture Rooms**

Frequency: 1 - 2 days per week

Volunteers 1 - 2 for 2 - 4 hour shifts



Task: Moving furniture around inside rooms to fill holes if no other furniture is in other bay. Move furniture from bay to furniture to fill area. Hang pictures if needed. Bring bric-brac items into room where it is need to look more homey.

**Warehouse**

Frequency: 1 - 2 days per week

Volunteers 1 - 2 for 2 - 4 hour shifts

Please see additional volunteer needs on the following page.





## Men's Shelter (Scott Beattie)

367 W. Market St York | 717-472-8890 | SBeattie@LifePathYork.org

### Primary Need

**Life Skills Teachers - Carpentry, electrical, financial, healthy habits, computers, mechanical etc.**

Frequency: 2 days per week

Volunteers: 1-2 per week

### **Bible Study Teachers**

Frequency: Once week a month

Volunteers: 1-2 per week

### **Front Desk Fill In**

Frequency: 7 days per week

Volunteers: 1-2

### **Drivers to take Men to appointments**

Frequency: as needed / usually at least several days a week

Volunteers: 1-2

### **Men's Mentors**

Frequency: as needed

Volunteers: 50-100

### Secondary Need

#### **Package New Resident Welcome Packs**

Frequency: once weekly

Volunteers: 1-2

#### **Individual Budgeting Help**

Frequency: as needed

Volunteers: 3-4





## LifePath Chaplain (Joshua Talarico)

367 W. Market St York | 717-472-8890 | JTalarico@LifePathYork.org

### Primary Need

#### **Bible Study Teachers**

Frequency: One week a month

Volunteers: 1-2 per week

#### **Drivers to take Men to appointments**

Frequency: as needed / usually at least several days a week

Volunteers: 1-2

#### **Men's Mentors**

Frequency: As available

Volunteers: 50-100







## Women & Children's Shelter\* (Jan Wilson)

(Sun-Sat 7am-7:30 PM)

17 Jefferson Ave. York, Pa | 845-5947 | JWilson@LifePathYork.org

### Primary Need

#### **Greeters (welcome visitors while doing simple tasks)**

Frequency: 5 days per week (Monday-Friday) (Anytime before 8am on Sat & Sun)

Volunteers: 10-20

#### **Someone to provide childcare**

Frequency: several evenings per week and the occasional Saturday

Volunteers: 2-3

#### **Parenting Classes**

Frequency: 1 day per week

Volunteers: 1

#### **Teach any of the following: sewing, piano, strip & refurbish furniture, adult art class**

Frequency: 2 days per week during the fall

Volunteers: 1-2

#### **Casseroles (pre-make casseroles for dinner time)**

Frequency: 3 days per week

Volunteers: 3

### Secondary Need

#### **Sponsor family game night on Friday/Saturday**

Frequency: Twice a month

Volunteers: 3

#### **Seasonal Fun, i.e., help prep Thanksgiving meal/Christmas events**

Frequency: 1-2 months

Volunteers: 4 (varies)

\* **[A Criminal Record Check & Child Abuse Clearance must be on file to volunteer in this ministry area.](#)** [Click here](#), or visit <http://bit.ly/LPCMClearances> if you are over eighteen years of age and have not yet obtained clearances. If you already have them, please submit them by Email ([JEllis@LifePathYork.org](mailto:JEllis@LifePathYork.org)), fax (717-848-4831), or mail (PO Box 1968 | York, PA 17405-1968).





## Food Services (Tree Rufo)

367 W. Market St. York, Pa | (717) 845-7662 x 1205 | TRufo@LifePathYork.org

### **Primary Need**

#### **Dinner Service Support (Corporate or Church Group Opportunity) includes service and clean up (4:00pm-6:00pm)**

Frequency: 5 days per week (M-F)

Volunteers: 5-10

#### **Weekends (Sat & Sun)**

**To make meal\*:** 9:30am-2:00pm

**To serve a meal:** (no prep needed) 10:30am-2:00pm

Includes cleanup support as well as fellowshiping with residents and community members.

Contact Tree Rufo for meal suggestions if preparing a meal.\*

**To prepare and serve a weekend dinner:** ( for our resident men only about 50) 1:00 - 5:00 (4:00 meal time) We usually use paper products for this meal so cleanup is kept to pans and utensils only. A checklist will be provided to assist in cleanup expectations as well as a "kitchen support" person.

**Seeking groups who come two to four times per month on a scheduled basis.**

#### **Donation Run Support (Retired persons opportunity) (8:00am start)**

Frequency: 2 days per week

Volunteers: 1-2

Help with food donation pick ups and inventory.

#### **Dining area beautification (Table and chair cleaning atmosphere improvement)**

Frequency: 2 days per week

Volunteers: 1-2

Light to heavy cleaning and improvements as able.

#### **Food Drive Donation Sorting**

Frequency: 6 days per week (coordinate with Food Services Director)

Volunteers: 3-5



**Various “Handyman” opportunities in barn and kitchen area (work one on one with clients)**

Frequency: As needed (coordinate with Food Services Director or Life Skills Director)

Volunteers: 2

**Secondary Need****Reorganization of Attics above barn and kitchen area (work one on one with clients)**

Frequency: Until completion (coordinate with Food Services Director or Life Skills Director)

Volunteers: 2-3

**Yard Beautification (work one on one with clients)**

Frequency: As available (Spring 2017) (coordinate with Food Services Director or Life Skills Director)

Volunteers: 5-10

Seeking help landscaping and with horticulture, also gardening.

Please see additional volunteer needs on the following page.





## Youth Ministry\* (Pat Jennings)

(Hours: Please See Below)

340 E. Market Street (Asbury United Methodist Church)

Pat Jennings | 845-8435 | PJennings@LifePathYork.org

### Primary Need

#### **Homework Helpers/Tutors After School Club**

Frequency: 5 days per week (Monday - Friday)

Volunteers: 2 for 1.25 hour shift from 3:45 pm - 4:30 pm

This volunteer would assist the children in completion of homework assignments. Listen to the children read. Math tutoring and practice with math flash cards.

#### **Driver**

Frequency: On an as needed basis to fill in when regular driver is ill or scheduled off work.

Volunteers: 1 for 4 hour shift from 2:30-6:30p.m.

1 for a broken shift from 2:30-3:45 and 5:45-6:30 p.m

This or these volunteers would be transporting students from Logos Academy, Lincoln Charter, York Academy and Ferguson School. The driver must also transport the children to their homes. A detailed route sheet will be provided.

#### **Conduct a Bible Study with Teens**

Frequency: Once a month

Volunteers: 1 for 30-45 minutes. 7:30-8:15p.m. on a Monday or Tuesday evening

You will be given information about what topics we are covering.

#### **Christmas Pageant Host/Hostess**

Frequency: One time on December 1, 2016

Volunteers: 5 for 3.5 hours from 3:30-7:00p.m.

As a host/hostess you would be setting up refreshments for after the pageant, serving the children dinner and helping to seat our guest. Also we would ask that you would help with light clean up.

#### **Special Event Host/Hostess**

Frequency: On an as needed basis for events such as our Youth Luncheon-January 14, 2017 from 11:30-2:30 p.m. and other up and coming events(will be posted as soon as plans are finalized)

Volunteers: 3 for 3 hours

As a host/hostess you would be serving a meal and providing supervision to the youth of our city for these events. Also we would ask that you would help with light clean up.

**\* Please see page 11 for important Child Abuse & Criminal Records info. \***



\* **[A Criminal Record Check & Child Abuse Clearance must be on file to volunteer in this ministry area.](#)** [Click here](#), or visit <http://bit.ly/LPCMClearances> if you are over eighteen years of age and have not yet obtained clearances. If you already have them, please submit them by Email ([JEllis@LifePathYork.org](mailto:JEllis@LifePathYork.org)), fax (717-848-4831), or mail (PO Box 1968 | York, PA 17405-1968).

Please see additional volunteer needs on the following page.





## Summer Youth Ministry

(Hours: Please See Below)

340 E. Market Street (Asbury United Methodist Church)

### **Summer Program Helpers (6 week commitment)**

#### **Office Assistant**

Frequency: 1 day per week (Monday)

Volunteers: 1 for 2 hours from 9:00-11:00a.m.

This volunteer would help with making copies, receiving and recording daily attendance reports and other administrative duties.

#### **Hall Monitors**

Frequency: 5 days per week

Volunteers: 2 for 1.5 hours Monday thru Friday

This volunteer will direct the campers and parents to the areas utilized by each of the three groups.

#### **Day Camp Counselors Assistants**

Frequency: On call and can be available with an hour notice

Volunteers: At least 5 persons that can be available if needed for 8 hours filling in as a counselor.

This volunteer will supervise the campers during the hours of day camp. Volunteers should be comfortable being in the water on swim days.

#### **Resident Camp Counselors Assistants (1 week commitment)**

Frequency: 1 time- Monday thru Friday - you will need to be able to commit to days and evenings

Volunteers: 2 for an 8+ hour day and overnight Monday thru Friday.

These volunteers will be supervising campers and perhaps sharing your camp experiences during our resident camp program. You may also get the chance to relive that camp experience you might have had as a child.





## Administrative Department (Scharmen Konieczka)

(M-F 8am-4:30pm)

371 W. Market St. York, Pa | 717-845-7662 | SKonieczka@LifePathYork.org

### Primary Need

#### **Assist with paperwork (filing, electronic filing, packaging and preparing, etc.)**

Frequency: 2 days per week

Volunteers: 1-2

#### **Help with doors and greeting**

Frequency: As needed, especially when a team member is absent from the office

Volunteers: 1-2

#### **Data Entry and donor software maintenance**

Frequency: 3 days per week

Volunteers: 1-2

#### **Package new donor and welcome packets for all leadership members**

Frequency: 2 days per week during the fall

Volunteers: 1-2

#### **New donor phone calls welcoming them, thanking them, inviting them**

Frequency: 2 days per week during the fall

Volunteers: 1 *experienced* volunteer

### Secondary Need

#### **Assist w/ donor and volunteer appreciation events**

Frequency: as needed quarterly

Volunteers: 1-2

#### **Stamping mass amounts of return envelopes**

Frequency: as needed quarterly

Volunteers: 1-2





## Volunteer Department (John Ellis)

(20 hours, M-F 8am-4:30pm)

283 W. Market St. York, Pa | 845-7662 x 1103 | JEllis@LifePathYork.org

### **Data Admin Assistant**

Frequency: 2 days per week (As available)

Volunteers: 5 four hour slots, or as fit your schedule (we will set the time and plan this together)

Task: Maintain Donor Perfect, and enter new data as needed from Volunteer Forms

### **Donor & Volunteer Assistant (Admin)**

Frequency: As needed (Usually every two weeks)

Task: Stuff "New Volunteer" Packets

### **Social Media Manager**

Frequency: Weekly as needed - May be done from home.

Volunteers: 1 for 2.5 hours

Task: Posts will be sent as emails from you & I as to what we need posted on our social media channels. Special attention should be given to increasing engagement and brand awareness.

### **Outreach Assistant**

Accompany CEO, COO, and / or Volunteer Director to various outreach events. An excellent opportunity for anyone seeking networking or marketing experience. These events will typically be scheduled ahead of time. **This is a great internship opportunity for York College (YCP) or Penn State York (PSY) students (and others) to plug into.**

### **Flex Hours**

Accompanying LifePath Team Members may at times afford opportunities that do not always fall within the hours listed above.

