



RESTORATION61

VOLUNTEER WITH US

A guide to understanding the volunteer recruitment process and diverse opportunities at Restoration61.

FIRST THINGS FIRST:

**How do I know
volunteering with
Restoration61 is for
me?**

- You are interested in bringing education and awareness to your community concerning human trafficking.
- You are interested in helping individuals who have been exploited through human trafficking.
- You are not currently struggling with substance abuse or self-harm.
- You have a strong support system in place and can identify those who will be supportive of your volunteer experience.

- It has been at least two years since you became personally connected to the issue of sexual violence or human trafficking.
- It has been at least two years since you stopped receiving services from a rape crisis center.
- You have processed your experience through counseling or another method and do not feel a sense of crisis in your daily life.

I am a survivor of sexual assault or human trafficking. How will I know if this is the right time for me to volunteer at Restoration61?

If you are unsure about volunteering, you are always welcome to apply, attend an orientation session and make your decision with the support of Restoration61 staff who can answer your questions.

VOLUNTEER COMPETENCIES



Restoration61 is looking for volunteers who maintain:

- A commitment to the mission of Restoration61 and an appreciation of faith-based service organizations.
- The ability to work well with other team members.
- Attention to detail, procedures, processes and policies.
- A communication style that exhibits the principles and values of Restoration61.
- The ability to communicate information appropriately and sensitively to a diverse group of individuals.
- A commitment to developing knowledge on all types of human trafficking and Commerical Sexual Exploitation of Children (CSEC), including but not limited to, sex and labor trafficking.
- A willingness to accept and effectively work with individuals with diverse beliefs and backgrounds.
- A belief in the goodness of people and a dedication to service oriented treatments.
- Flexibility and a willingness to learn.
- A drug free environment and the ability to pass a drug test if required for your role.
- A commitment to following the Restoration61 business casual dress code, unless otherwise instructed. No leggings as pants, flip-flops, or exposed underclothing will be allowed.
- A commitment to 36 hours of training prior to any role providing direct services.

ONBOARDING & TRAINING PROCESS

Indicate interest in volunteering with Restoration61



Complete and submit a Volunteer Application



Comply with a background check



Interview with a Restoration61 representative



Complete Volunteer Orientation upon acceptance into the Volunteer Program



Complete human trafficking awareness trainings



Complete designated training for specific roles while shadowing other experienced volunteers/staff

COMMON TERMS

- **Human Trafficking:** Human Trafficking is a crime that involves exploiting a person for labor, services, or commercial sex. Human trafficking is defined by the Department of Justice as:
 - a) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
 - b) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, or debt bondage.
- **Victim:** A victim is a person who suffers from destructive or injurious, acute or chronic, emotional, mental, and/or physical victimization, derived from real or perceived threats or action, and because of these circumstances suffers from trauma. A victim may continue to be involved in trafficking or may no longer be involved, but continues to suffer trauma.
- **Survivor:** Restoration61 defines a survivor as an individual who is actively involved in recovery. A survivor may shift in and out of victimization and victim-survivor status as they may return to their trafficker and/or other situations involving exploitation.
- **Client:** Restoration61 refers to the individuals we are working with as clients once the individual is actively participating in programming and restoration through a victim-centered approach. We walk with the individuals in their recovery process from victim to survivor and ultimately to thriver.
- **“In the life”:** Refers to victims who are actively being trafficked or referencing the time they were trafficked.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Community Outreach Team

Street Outreach

Duties & Responsibilities

- Provide individuals who are being prostituted on the street the knowledge of Restoration61 and the hope for a way out of “the life” by showing up and providing supplies.
- Distribute Dignity Bags to individuals being prostituted on the street with items to help them while on the street and a card containing our intake number as a lifeline.
- Take detailed notes about individuals and vehicles seen in the outreach area.
- Go in groups of two for safety measures. It is not a requirement that all volunteers have a car as long as they are partnered with someone who can provide transportation.

Time Commitment

- Minimum of 8 hours per month

Location

- Chicagoland or Southern Illinois at various locations where individuals are being prostituted on the street.

Work Environment

- Volunteers must always conduct street outreach in groups of two or more to ensure their safety.

Skills & Qualifications

- Must be at least 21 years of age
- Must have a valid driver's license if driving.
- If driving, have access to a reliable vehicle with proof of insurance, registration, and a safe driving record.
- Completed Mandated Reporter Training – Volunteers may supply proof of training or complete training prior to volunteering.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Community Outreach Team

Strip Club Outreach

Duties & Responsibilities

- Build rapport with strip club managers and security in order to gain regular access to the dancers and educate them about how they can help prevent human trafficking.
- Build rapport with dancers by providing them outreach bags to protect themselves.

Time Commitment

- Minimum of 4 hours per month

Location

- Chicagoland or Southern Illinois

Work Environment

- Volunteers must always conduct Strip Club Outreach in groups of two or more to ensure their safety.

Skills & Qualifications

- Must be at least 21 years of age
- Must have a valid driver's license if driving.
- If driving, have access to a reliable vehicle with proof of insurance, registration, and a safe driving record.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Community Outreach Team

Hotel Outreach

Duties & Responsibilities

- Develop a relationship with hotel and motel staff and let them know what trafficking looks like in their industry and how to support victims they may encounter.
- Provide educational materials with other information if applicable.

Time Commitment

- Minimum of one 8 hour day every three months

Location

- Chicagoland or Southern Illinois

Work Environment

- Volunteers must always conduct hotel outreach in groups of two or more to ensure their safety.

Skills & Qualifications

- Must be at least 16 years of age (if under 18, parental consent is required)
- Must have a valid driver's license if driving
- If driving, have access to a reliable vehicle with proof of insurance, registration, and a safe driving record.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Response Team

Intake Line/Hotline

Duties & Responsibilities

- Answer intake line calls immediately.
- Assess the call to determine the purpose of the call as well as the severity and safety risks of the immediate situation.
- Provide information and referrals to callers when appropriate.
- Act as a liaison between the caller and the Restoration61 team for further follow-up.
- Complete a referral form and send the intake line log/referral form at the end of the shift.

Time Commitment

- Volunteers must commit to 36 hours of training with Restoration61 staff members in order to learn how to appropriately respond to a variety of calls.
- Volunteers will train by listening and observing a staff member or a more experienced volunteer responding to incoming calls. After initial training the volunteer will serve as the primary person responding to calls while under supervision until they are approved for a final call review. Once approved, the volunteer will independently respond to incoming calls.
- Intake/intake line call volunteers will be placed on a rotation schedule broken down by day and night shifts to ensure the phone line is covered 24/7. The number of times a volunteer is asked to serve on the schedule each month will depend upon the number of people on the team.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Response Team

Intake Line/Hotline Cont.

Location

- While training, volunteers will work in person for a minimum of 10 hours at the Restoration61 offices with a staff member who is responsible for the intake line.
- Once approved to be on joint phone calls, the volunteer will be able to respond to calls from a location suitable for maintaining the privacy and confidentiality of the call. Volunteers are required to have access to the Restoration61 Resource Drive to ensure they can provide appropriate referrals in a timely manner.

Work Environment

- Must have a cell phone to which the intake line can be routed and a computer or phone with internet and Google Drive access available while manning the intake line.

Skills & Qualifications

- Must be at least 21 years of age
- High school diploma or GED
- Completed Mandated Reporter Training – Volunteers may supply proof of training or complete training prior to volunteering.
- Excellent verbal and written communication skills.
- Experience in computer programs including Microsoft Word and Excel, Adobe, Google Docs and Sheets.
- Ability to assess immediacy of needs and provide appropriate referrals and contacts.
- Excellent communication skills with a variety of people in various levels of distress.
- Ability to stay calm and function effectively in a fast-paced environment.
- Comfortable interacting with law enforcement.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Response Team

Overnight Victim Support Advocate

Duties & Responsibilities

- Accompany victims overnight at a hotel until they can be placed in a housing program.
- Help victims remain calm during the period of transition into services.
- Purchase food for the victim and volunteers to eat together at a fast food restaurant before arriving at the hotel. If possible, the volunteers will use donated gift cards to purchase food.
- Volunteers will provide a Outreach Bag which includes clothing, hygiene items, coloring books, journals etc. for the immediate needs of a victim.
- Stay overnight in an adjoining room to the victim. The adjoining door is to remain unlocked, while the door to the volunteers room is to remain locked for safety.

Time Commitment

- There is not a set time commitment, as this is a service used only in rare instances. It is quite possible for a volunteer to serve in other areas in addition to being an Overnight Victim Support Advocate.

Location

- Chicagoland or Southern Illinois

Work Environment

- Volunteers must always conduct overnight victim support in groups of two to ensure their safety.

Skills & Qualifications

- Must be at least 21 years of age
- High school diploma or GED
- Completed Mandated Reporter Training – Volunteers may supply proof of training or complete training prior to volunteering
- Ability to show empathy and compassion to victims and survivors

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Response Team

Crisis Response Advocate

Duties & Responsibilities

- Respond to police stations, hospitals, and/or other locations upon the request of law enforcement who have encountered victims of human trafficking.
- Meet with victims, and explain your role as an advocate and mandated reporter as well as what that does and does not entail.
- Build rapport with victims.
- Conduct an immediate needs assessment: shelter, food, etc.
- Provide appropriate clothing and personal care items from Restoration61 supplies.
- Secure safe emergency housing as needed.
- Develop a safety plan, including providing the victim with Restoration61 contact information.
- Ensure any immediate medical needs are addressed.
- If needed, secure a safe and appropriate interpreter in the preferred language of a victim.
- Communicate the basic rights of crime victims and how these should be upheld within the criminal justice process.
- Recognize when a victim's rights have been violated and follow procedures to bring the violation to the attention of the appropriate professionals.

Time Commitment

- Training will involve accompanying a Restoration61 staff member on a minimum of 12 calls.
- Volunteers will be required to complete specialized training in trauma-informed interviewing.
- Volunteers will be on a rotating schedule for crisis response.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Response Team

Crisis Response Advocate Cont.

Location

- Chicagoland or Southern Illinois
- Immediate response location is dependant upon the location law enforcement officers have brought victims of human trafficking.

Work Environment

- Police precinct, hospital, and/or other secure location

Skills & Qualifications

- Must be at least 21 years of age
- High school diploma or GED
- Completed Mandated Reporter Training – Volunteers may supply proof of training or complete training prior to volunteering.
- Ability to show compassion and empathy for individuals who have been victims of human trafficking while setting appropriate personal boundaries.
- Ability to maintain a professional relationship with law enforcement.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Case Management/Victim Advocate

Duties & Responsibilities

- Build rapport with a diverse group of clients.
- Apply strategies for using verbal and nonverbal communication to calm crisis situations so assessments and case planning may take place.
- Apply strategies for gathering case-specific information and relevant facts for safety planning and service delivery.
- Relate to clients in a respectful and nonjudgmental manner by employing a victim-centered and trauma-informed perspective.
- Focus on client empowerment and emphasize strengths.
- Establish and maintain collaborative and trusting relationships with clients.
- Describe appropriate service options, how to access them, and the benefits or reasonable expectations of each.
- Coordinate and monitor delivery of individualized needs: set goals, make referrals and track client progress.
- Facilitate support groups for clients.
- Accompany clients to appointments or arrange their transportation as needed.
- With the client's permission, remain with the client throughout medical examinations, evidence collection, and police interviews.
- When appropriate, accompany survivors to the police station to view line-ups/mugshots and for interviews by police/prosecutors.

Time Commitment

- Weekly one hour case management session with each client.
- Provide a minimum of 3 hours additional direct service to clients or on clients' behalf per week.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Case Management/Victim Advocate Cont.

Location

- Chicagoland or Southern Illinois
- Case Management appointments will often be held at the residential facility where the client is living.
- Locations of medical appointments and police station visits will vary by case.

Work Environment

- Dependent on the needs of individual clients.

Skills & Qualifications

- Must be at least 21 years of age
- High school diploma or GED
- Completed Mandated Reporter Training – Volunteers must supply proof of training or complete training prior to volunteering.
- Ability to keep clear, detailed records
- Experience in computer programs including Microsoft Word and Excel, Google Docs and Sheets, or other word processing software is required.
- Ability to maintain accurate and confidential records of client services.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Transportation Team

Duties & Responsibilities:

- Transport clients to and from various appointments or services or relocating a client.
- Understand trauma-informed behavior and respond appropriately.
- Effectively communicate verbally and non-verbally.
- Use active listening skills.
- Respond to crisis situations in a calm manner.

Time Commitment

- Varies. Must commit to be available for a minimum of 2 days per month

Location

- Chicagoland or Southern Illinois
- Location dependent upon where the survivor is housed and the location of their appointment

Work Environment

- Physical Requirements: ability to lift 50lbs

Skills & Qualifications

- Must be at least 21 years of age
- Must have a valid driver's license
- Access to a reliable vehicle with proof of insurance and registration, and a safe driving record.
- Completed Mandated Reporter Training – Volunteer may supply proof of training or complete training prior to volunteering.
- Vehicle must remain smoke-free.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Survivor Group Team

Group Facilitator

Duties & Responsibilities

- Help lead group classes at various locations. Self-Esteem classes and a faith-based Boundaries class are examples of some of the groups we offer.
- Read and understand the books being taught as part of the curriculum in preparation for classes.
- Relate to clients in a respectful and nonjudgmental manner by employing a victim-centered and trauma-informed perspective.
- Focus on client empowerment and emphasize strengths.
- Establish and maintain collaborative and trusting relationships with clients.
- Work with staff members or other volunteers to cater each class to the needs of the individuals and make appropriate changes to material as needed.
- Develop a working relationship with staff members at partner organizations to better serve the needs of clients.

Time Commitment

- Two hours a week of preparation before class to review, learn and adjust any curriculum as needed
- Groups will be conducted for one hour once a week for the duration of the class.
- Arrive at least 15 minutes early to the group you will be leading for check-in and set up.
- Remain after the class for a minimum of 15 minutes to allow for individual interactions after class.

Location

- Groups will be held at the Restoration61 offices, rehabilitation centers, prisons, schools, or public locations.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Survivor Group Team

Group Facilitator Cont.

Work Environment

- Volunteers must always conduct groups with two or more volunteers to ensure their safety.

Skills & Qualifications

- Must be at least 21 years of age
- Must provide their own transportation to and from the location of the classes.
- Have a personal understanding of the curriculum.
- Ability to communicate with a group of diverse individuals.
- Ability to read the room and redirect as needed in order to keep the group engaged.
- Willingness to learn.
- Completed Mandated Reporter Training – Volunteer may supply proof of training or complete training prior to volunteering.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Survivor Group Team

Childcare

Duties & Responsibilities

- Provide childcare for clients allowing them to attend appointments vital to their healing and recovery, as well as seek employment.
- Assist during snack time
- Oversee crafts, activities and reading time
- Clean up and change diapers
- Ensure children behave well when in contact with other children.

Time Commitment

- Once a week for up to 2 hrs

Location:

- Chicagoland or Southern Illinois at the childcare location provided by Restoration61.

Physical requirements:

- Ability to lift 50 pounds
- Full mobility if working with infants or small children

Skills & Qualifications

- Must be at least 18 years of age
- Hold current CPR certification
- Previous experience working with children required
- Must have love for children and an ability to engage with them.
- Must provide their own transportation to and from the childcare location.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Survivor Mentorship

Duties & Responsibilities

- Work under the supervision of volunteer & program coordinators to create a safe, welcoming environment where the client will feel comfortable.
- Develop a relationship with and support the client.
- Introduce the client to new activities and experiences they might be interested in but have never done before.
- Be an active listener and provide support and encouragement when appropriate.
- Provide practical support that will help the client build toward a successful future such as assisting in resume compilation, practicing for a job interview, helping with homework or tutoring.
- Honor all commitments made to the client.

Time Commitment

- Prior to being assigned a mentee, mentors must complete:
 - Two interviews (15-30 minutes each)
 - A two-session volunteer training seminar
- Meet with mentee for 1-3 hours, once or twice monthly for a minimum of six months.
- Check-in with the mentee weekly via phone or text.
- Check-in with the volunteer coordinator or advocate assigned to the case monthly or any time there is a significant change in behavior, situation, or relationship with the participant.

VOLUNTEER POSITIONS

OUTREACH/DIRECT SERVICE

Survivor Mentorship Cont.

Location

- Location will be decided upon by the mentor and client

Skills & Qualifications

- Must be at least 21 years of age
- High school diploma or GED
- Mandated Reporter Training – Volunteers may supply proof of training or complete training prior to volunteering.
- Experience with computer processing programs including Microsoft Word and Excel, Adobe, Google Docs and Sheets, or other word processing software is required.
- Ability to appropriately work with and be sensitive to a diverse group of clients.

VOLUNTEER POSITIONS

AWARENESS & EDUCATION

Marketing

Graphic Design/Content Creation

Duties & Responsibilities

- Create content for: social media, event promotion, flyers, welcome packets, and registration forms
- Stay up-to-date with latest human trafficking and exploitation news articles, both sexual and labor, to utilize while developing content.
- Create tips for the community, a spotlight for volunteers, information on employment and volunteer opportunities, updates on the organization, survivor quotes, and event invitations.
- Create a positive brand image for Restoration61
- Create an integrated approach to provide a unified and seamless way for consumers to interact with the brand.
- Understand & adhere to brand language guidelines.
- Retouch and manipulate images
- Assemble final presentation material for printing as needed
- Implement different types of graphic designs on a wide variety of media
- Assist with website and blog updates

Time Commitment

- 5 hours weekly
- Flexible schedule

Location

- Anywhere

VOLUNTEER POSITIONS

AWARENESS & EDUCATION

Marketing

Graphic Design/Content Creation Cont.

Work Environment

- Ability to work remotely
- Must have personal computer/phone if working remotely

Skills & Qualifications

- Graphic Design experience preferred
- Basic knowledge of layouts, typography, line composition, color, and other graphic design fundamentals
- Experience with Canva, Adobe Photoshop, Illustrator, InDesign or other software
- Strong creative and analytical skills
- Compelling portfolio of graphic design work

VOLUNTEER POSITIONS

AWARENESS & EDUCATION

Marketing

Copywriting

Duties & Responsibilities

- Write a newsletter and keep content up-to-date on a monthly basis.
- Incorporate the content from the Graphic Design/Content Creation Team in an engaging way.
- Provide updates on campaign launches and initiatives by Restoration61.

Time requirements

- 8 hours monthly

Location

- Anywhere

Work environment

- Ability to work remotely
- Must have personal computer/phone if working remotely

Skills & Qualifications:

- A strong mind for layout design and organization for optimal viewing
- The ability to write in a clear and detailed, yet engaging manner.
- Ability to remain up-to-date on all events, campaigns, announcements, and fundraisers from Restoration61.
- Excellent grammatical, spelling and proofreading skills

VOLUNTEER POSITIONS

AWARENESS & EDUCATION

Marketing

Social Media Management

Duties & Responsibilities

- Help oversee Restoration61's social media accounts in order to manage engagement with all platforms and interact with comments.
- Post any and all content related to events, campaigns, questionnaires, announcements, and content provided by designers and content creators.
- Support social calendar management, and publish content during optimized windows to Instagram, Facebook, and Twitter, and LinkedIn.
- Stay informed about dates and events significant within the anti-trafficking community and capitalize on these as awareness and education opportunities.

Time requirements

- Approximately 10 hours weekly

Location

- Chicagoland or Southern Illinois

Work environment

- Ability to work remotely

Skills & qualifications

- Large followings or experience running large accounts on social media
- Ability to produce content that is engaging
- Consistency for weekly updates on material
- Ability to create interest in events

VOLUNTEER POSITIONS

AWARENESS & EDUCATION

Marketing

Videography/Photography

Duties & Responsibilities

- Capture and edit photos and videos of events, B-roll, and any specific video/photo-related projects that might be needed.
- Capture speaker reels, as well as reels for promos and various events.

Time Requirements

- Estimated 5 hours monthly

Location

- Chicagoland or Southern Illinois

Work Environment

- Expectations will be outlined based on the event and location.

Skills & Qualifications

- Experience capturing and editing photos and video
- Flexibility in schedule
- Capable of filming discreetly and unobtrusively in sensitive locations

VOLUNTEER POSITIONS

AWARENESS & EDUCATION

Fundraising & Development

Event Management

Duties and Responsibilities

- Manage details involved in coordinating an event such as booking a venue, scheduling and communicating necessary information to Event Staff.
- Work closely with the Awareness and Education Team to ensure proper promotion of the event.

Time Requirements

- Varies

Location

- Chicagoland or Southern Illinois

Work Environment

- Dress code will depend on the dress code of the event

Skills & Qualifications

- Ability to communicate clearly with a team
- Management skills such as the ability to assemble a team of event volunteers and delegate duties as needed.
- Ability to handle the scheduling needs involved in coordinating an event
- Problem solving skills to address unexpected situations that might occur within the planning process or at the event.
- Flexibility to handle the needs of each individual event

VOLUNTEER POSITIONS

AWARENESS & EDUCATION

Fundraising & Development

Event Staffing

Duties and Responsibilities

- Must attend Restoration61 events and perform various tasks and duties as needed for the event
- Engage with attendees to ensure the event program runs smoothly
- Keep staff informed on active needs and problems that would require oversight

Time Requirements

- 5 hours monthly or as needed for events.
- Short-term volunteer opportunities are also available for those unable to make a long-term commitment

Location

- Chicagoland or Southern Illinois

Work Environment

- Dress code will depend on the dress code of the event.

Skills & Qualifications

- Comfortability solving problems as they arise
- Flexibility to handle the needs of each individual event
- Comfortability interacting with large numbers of people

VOLUNTEER POSITIONS

AWARENESS & EDUCATION

Speakers Network

Duties & Responsibilities

- Give talks to diverse community organizations who have supported or who are considering supporting Restoration61's work.
- Inspire groups to support Restoration61 and/or raise funds for our organization.
- Work with the Awareness & Education team, who focus on educating communities and fundraising.
- Generate talks in your local community and keep Restoration61's Awareness & Education team updated on upcoming speaking engagements.
- Provide feedback to Restoration61 on speaking engagements and notify the team of opportunities for fundraising.
- Keep up to date with Restoration61's key messages, speaker resources, fundraising initiatives and news through our monthly e-newsletter.
- Provide support to new speakers in your local area to help them develop as speakers once they have joined the network.
- Meet with and develop relationships with fellow volunteer speakers around the state by meeting at various locations.
- Keep up to date on the topic of human trafficking.

Time Requirements

- As much or as little time as you can give with enthusiasm and willingness to get involved and become part of the team.
- The role requires some flexibility as times for speaking engagement requests will vary.

Location

- Chicagoland or Southern Illinois

VOLUNTEER POSITIONS

AWARENESS & EDUCATION

Speakers Network Cont.

Work Environment

- Ability to work remotely

Skills & Qualifications

- Strong public speaking skills
- Confidence speaking in public to a wide range of community groups
- An outgoing and bright personality
- Ability to be self-motivated and work unsupervised
- Knowledge of local groups is a bonus but not essential
- Ability to provide your own transportation

VOLUNTEER POSITIONS

INTERNAL OPERATIONS

Grant Writing & Submissions

Duties & Responsibilities

- Gather information and data about human trafficking and Restoration61 in order to accurately apply for grants.
- Regularly check for new funding opportunities fitting the needs of Restoration61.

Time Requirement

- Will vary depending on the availability of grants

Location

- Work can be done remotely
- Must have computer and internet access to apply for grants online

Skills & Qualifications

- Experience in writing grant proposals

VOLUNTEER POSITIONS

INTERNAL OPERATIONS

Office Assistance

Duties & Responsibilities

- Print and assemble materials for events
- Make copies and assemble materials for Group Facilitators

Time Requirement

- Varies

Location

- Chicagoland or Southern Illinois

Skills & Qualifications

- Experience in operating office equipment
- An eye for detail in order to assemble event items in an attractive manner

VOLUNTEER POSITIONS

INTERNAL OPERATIONS

Donation Sorting

Duties & Responsibilities

- Sort and organize clothing and supply donations to provide easy access for Crisis Response Team and Case Managers
- Assemble Outreach Bags used in Strip Club and Street Outreach
- Assemble items used in Hotel Outreach

Time Requirement

- Up to 10 hours monthly depending on donations received.

Location

- Restoration61 Offices or Donation Drop-Off Facility within Chicagoland or Southern Illinois

Work Environment

- Physical Requirements: Ability to lift 50lbs

Skills & Qualifications

- Organizational skills
- Ability to be self-motivated

VOLUNTEER POSITIONS

INTERNAL OPERATIONS

Resale Shop Associate

Restoration61 Resale Shop will be launching in September, 2021 in Southern Illinois. The proceeds from the resale shop will provide funding for some of Restoration61 services and programming. The resale shop will serve as the face of Restoration61 in the community and will often serve as the first exposure to Restoration61 for many.

Duties & Responsibilities

- Assist and provide courteous service to all customers
- Process inventory, including sorting, washing, steaming, ironing, pricing and hanging of donated items.
- Maintain a record of sales using a cash register
- Keeping the store tidy & maintaining safe work practices
- Replenish shop merchandise from reserve stock
- Promote public understanding of the work Restoration61 delivers and the importance of raising funds through the shop.

Time Requirement

- Between 16 to 32 hours monthly depending on donations received.
- Days of operation are Fridays & Saturdays, hours TBD
- Donation sorting days are Wednesdays & Thursdays, hours TBD

Location

- Restoration61 Resale Shop in Harrisburg, IL.

VOLUNTEER POSITIONS

INTERNAL OPERATIONS

Resale Shop Associate Cont.

Work Environment

- Physical Requirements: Ability to lift 50lbs

Skills & Qualifications

- Organizational skills
- Ability to be self-motivated
- Creativity and lots of wonderful retail ideas.
- Highly developed communication and interpersonal skills
- Being able to work as part of a team environment and with the general public
- Basic proficiency in MS Office or similar software and experience using databases

APPLY NOW