



## Volunteer Schedule **2012 MEND Christmas Program**

10641 N. San Fernando Rd. Pacoima, CA 91331 [www.mendpoverty.org](http://www.mendpoverty.org)

To volunteer for the Christmas Program please contact our reception desk at 818-897-2443 or email [volunteering@mendpoverty.org](mailto:volunteering@mendpoverty.org) to sign up for one or more of these holiday volunteer opportunities.

***Note: Walk- in volunteer opportunities are extremely limited during the Christmas Program.  
Please sign up TODAY to secure your volunteer opportunity.***

**1. Recipient Registration** - Be the first face the clients see during registration. Sign up clients for Christmas program using our database. Volunteers must have data entry skills, friendly, detail-oriented, and have strong communication skills (Bilingual in Spanish preferred).

Saturday, September 15	8:00-4:30pm
Monday, September 17	8:00-4:30pm
Saturday, September 22	8:00-4:30pm
Monday, September 24	8:00-4:30pm
Wednesday, September 26	8:00-4:30pm
Saturday, September 29	8:00-4:30pm
Monday, October 1	8:00-4:30pm

**2. Home Visiting Package Assembly** - Help us assemble our home visiting packets. Volunteers must be detail-oriented and organized.

Thursday, October 25	9:00 am – 3:00 pm
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**3. Super Saturday Home Visiting** - We need a lot of help on these two dates. Help visit registered families in their home to assess their need for Christmas. We will start with a brief training session and then send you off in pairs to visit families. Volunteers need to be outgoing, energetic, strong communication skills and have a vehicle to drive to homes. Continental breakfast provided.

Saturday, October 27	8:30 am - 3:00 pm
Saturday, November 3	8:30 am - 3:00 pm

**4. Computer Data Entry** - Process applicant data. Volunteers must be detail-oriented and have data entry skills.

October 31st- November 16; November 27 - November 30th *days/times vary*

**5. Food Packing** - Assemble and pack Christmas food boxes to be distributed to families. Volunteers must be comfortable with physical activity and lifting.

Saturday, December 1	12:45 - 4:00 pm
Sunday, December 2	12:45 - 4:00 pm
Wednesday, December 5	4:45 - 8:00 pm
Thursday, December 6	4:45 - 8:00 pm
Saturday, December 8	12:45 - 4:00 pm
Tuesday, December 11	4:45 - 8:00 pm
Wednesday, December 12	12:45 - 4:00 pm
Thursday, December 13	4:45 – 8:00 pm

**6. Donation Receiver/ Food Sorting** -Process and sort food donations. This volunteer opportunity is great for individuals and groups. Volunteers must be comfortable with physical activity.

Tuesday, November 20	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Wednesday, November 21	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Tuesday, November 27	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Wednesday, November 28	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Thursday, November 29	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Friday, November 30	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Saturday, December 1	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Tuesday, December 4	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Wednesday, December 5	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Thursday, December 6	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Friday, December 7	8:00-12:30 pm <u>AND/OR</u> 12:30-4:00pm
Saturday, December 8	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Tuesday, December 11	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Wednesday, December 12	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Thursday, December 13	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Friday, December 14	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Saturday, December 15	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm
Sunday, December 16	8:00-12:30pm <u>AND/OR</u> 12:30-5:00pm

**7. Toy Set-up/Sorting** -Sort toys and set up Christmas Toy Land. Volunteers must be comfortable with physical activity.

Tuesday, November 27	9:00-5:00 pm
Wednesday, November 28	9:00-5:00 pm
Thursday, November 29	4:45 -8:00 pm
Tuesday, December 4	4:45 - 8:00 pm
Wednesday, December 5	4:45 - 8:00 pm
Thursday, December 6	4:45 - 8:00 pm
Tuesday, December 11	9:45 - 1:00 pm

**8. Toy & Basket Distribution at MEND** - Distribute Christmas baskets, toys and blankets. Multiple volunteer opportunities are available. Please call the reception desk to obtain more information on volunteer opportunities and requirements. ***\*\*Walk-in opportunities are unavailable during these days. Please sign up TODAY to secure your volunteer opportunity.***

**Thursday, December 13	8:15 - 12:30 <u>AND/OR</u> 1:15 - 5:00
**Friday, December 14	8:15 - 12:30 <u>AND/OR</u> 1:15 - 5:00
**Saturday, December 15	8:15 - 12:30 <u>AND/OR</u> 1:15 - 5:00
**Sunday, December 16	8:15 - 12:30 <u>AND/OR</u> 1:15 - 5:00

**9. Toy Clean up and inventory** -Inventory the surplus toy supply and clean up agency. Volunteers must be comfortable with physical activity and lifting.

Monday, December 17	8:15 - 1:00 <u>AND/OR</u> 1:45 – 5:00
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