

Volunteer Opportunities Guide



Dear Volunteer -

Thank you for your desire to serve the Downtown Women's Center (DWC) and help us end homelessness for women in Los Angeles. We are excited to get you started. Check out the volunteer opportunities below — no experience is necessary and training is provided. Sign up at the Volunteer Orientation or by contacting Allison Bamberg, Volunteer Associate, at volunteer@dwcweb.org or 213-680-0600 ext.208.

See you soon! Katie Escudero and Steven Alvarez, Volunteer Coordinators

Opportunity	Schedule	Volunteer Role	Description	Training	Location	Commitment
Moonlight Cooking Club (Individuals)	Weekday evenings	Join other individual volunteers to help prepare a meal; Bring a portion of the ingredients	By bringing some ingredients and helping to make the meal, you'll help defray DWC's food costs and provide the Ladies with a fresh and healthy meal. We provide the menu, recipes, grocery list, and hands-on instruction.	No training required	Day Center Kitchen	Held on weekday evenings a few times a month from 6:30pm-8:30pm. Just sign up when you are available!
Friends Cooking Club (Groups)	Daily in the morning, weekday evenings	Coordinate a group of 8-10 of your friends or colleagues to prepare a meal; Group brings ingredients	Gather some friends to prepare a meal in your home or in our kitchen. We provide a choice of menus with recipes, grocery lists, and step-by-step instruction.	No training required	Your kitchen or ours	Our kitchen is available M-F 9:30am-12pm or 6:30pm-8:30pm and Sat/Sun 9:30am-12pm.
Donations Sorting	Daily during the day, weekday evenings	Sort and organize donations	Great for people who love to organize or have an eye for merchandise. Donations range from food to clothing to resale items.	No training required	Day Center	Scheduled for two to three hours at a time.
Snack Packs	Anytime	Purchase and prepare snacks	Snack packs are used for outings, events and individuals who visit our Day Center.	No training required	Your home, office, or school	Drop off snack packs during Day Center hours.
Hygiene Kits	Daily during the day	Sort toiletries and first aid supplies into hygiene kits	Gather supplies or use our own donated materials at DWC and assemble hygiene kits to be given out to DWC Participants and the community.	No training required	Day Center	1-2 hours during Day Center hours.
Day Center Assistant	Daily during the day	Support Day Center Manager as needed	Assist our busy Day Center staff by welcoming participants and visitors, helping in the kitchen, and performing administrative tasks.	TRAINING REQUIRED	Day Center	Must be able to commit 8 daytime hours per week for at least 6-8 weeks.

Volunteer Opportunities Guide (Cont.)

Opportunity	Schedule	Volunteer Role	Description	Training	Location	Commitment
Learning Center Assistant	Daily during the day	Manage the Learning Center	The Learning Center provides computers, books, and workforce development classes to the Ladies. Your role may include one-on-one support, help with computers, or simply being available as a resource.	TRAINING REQUIRED	Day Center	A regular commitment is required.
Residence Assistant	Tues and Thurs Evenings	Be available to support Residents as needed	Provide Coverage for our Residence when Residence Managers are not available. Troubleshoot Resident's questions and problems and answer phone calls.	TRAINING REQUIRED	Residence	A regular commitment is required.
Outings & Events	Varies	Drive Ladies to and from events; Socialize with the Ladies at the events	DWC enjoys theater and music events, theme parks, and movies. Help by being a driver and providing support to the staff while also getting to know the Ladies.	TRAINING REQUIRED	Around LA	Watch for emails with upcoming monthly events that fit your schedule or interests.
Appointments and Errands	Varies	Drive Ladies to and from appointments or errands	Ladies often need rides to medical appointments, grocery stores, and other errands. By taking them to their destinations, you help them arrive on time and safely.	TRAINING REQUIRED	Around LA	Indicate times that you are typically available, and we will be in touch with needs as they arise.
Enrichment Workshops	Daily during the day	Conduct a workshop or event	Share your skills, hobbies, or passions with the Ladies of DWC. Be creative, we are open to all ideas!	TRAINING REQUIRED	Day Center/ Residence	1-2 hours a week for at least 4 weeks.
Workforce Development Workshops	Daily during the day	Conduct a workshop, course, or training related to job readiness, job skills, or career guidance	DWC is expanding our workforce development program, and there are many different types of workshops for which we are seeking volunteers.	TRAINING REQUIRED	Day Center	1-2 hours once or twice a week for at least 4 weeks.
Product Development Workshops	Daily during the day	Lead workshops to teach Participants how to make and complete a product for our Social Enterprise Retail Store	Product designers will offer a series of workshops to teach Participants the skills needed to make and complete a product. Examples of products include jewelry, candles, and re-purposing clothes.	TRAINING REQUIRED	Day Center	1-2 hours once or twice a week for at least 4 weeks.