

Pregnancy Resources VOLUNTEER POSITIONS

The following positions require completion of the Volunteer Training Seminar:

- **Receptionist:** Answer the phones, help clients feel welcome/comfortable; assist the Director with routine office procedures. The time commitment is one 4-hour shift weekly and staff meeting attendance.
- **Services Coordinator:** Meet with clients individually in client room; assess needs, give information. The time commitment is one 4-hour shift weekly and staff meeting attendance.
- **Clothing Room Attendant:** Helps keep clothing room organized; assists clients in selecting clothing, etc. The time commitment is one 4-hour shift per week and staff meeting attendance.
- **Licensed, Certified Ultrasound Technologist:** Administer ultrasounds to scheduled clients; work with Nurse Manager. Time commitment may vary; staff meeting attendance.
- **Registered Nurse:** See ultrasound clients. Time commitment may vary; staff meeting attendance.
- **Abstinence Education Presenter:** Present abstinence program to school classes or youth groups. Time commitment varies: one 4 hour shift in Center weekly, staff meeting attendance
- **Parenting Program Presenter:** Instruct parenting classes for clients. Time commitment: weekly class, staff meeting attendance.
- **Board Member:** Oversees the leadership of the ministry. This is a working board with specific responsibilities assigned to each member. Board members do not work with clients and are not required to attend staff meetings. The board usually meets monthly.
- **Spanish-speaking** volunteers are needed in all areas.

Other volunteer opportunities NOT requiring Volunteer Training Seminar:

- **Building Maintenance Helper:** Light “handyman” activities as needed.
 - **Church Ambassador:** Responsible for getting permission and announcing Pregnancy Resources’ information to their church congregation. Works with their church office to get information into church bulletins, display center posters, keeping their church supplied with center brochures and making special announcements when the volunteer training and fund-raising events are going to occur. This person is encouraged to recruit participants for the Pregnancy Resources’ Walkathon and to host a table at the annual banquet.
 - **Janitorial Service:** General cleaning of the centers.
 - **Laundry Help:** Pick up garments that need laundering; launder and return to center.
 - **Mail Room:** Meet one day each month to prepare the newsletter for bulk mailing.
 - **Prayer Support Team:** These people pray for the needs of the Centers. They receive a weekly email with current prayer requests.
 - **Event Planning Assistants:** Work with staff by assisting with special events.
 - **Occasional “Helps”** – Office, Special events, etc.
- ♥ **If I take the training am I automatically on staff?** No. The training does not commit either you or the Center. If after taking the training you decide that you want to volunteer, you will be interviewed by a Director to determine if there is a position for you here.
- ♥ **Should I take the training even if I don’t volunteer?** Yes. There is extensive information such as effective communication skills, sharing the Gospel, and helping others in crisis. This will be useful to you in your local church work or interpersonal relationships.