

## BROOKWOOD VOLUNTEER OPPORTUNITIES

Dept	Position	Duties	Times and Dates	Training	Frequency
<b>Activities</b>					
Activities	Sports Fitness	Every Saturday assist with fitness program centered around Special Olympics sport of the season. All Citizens participate (all ages/all levels); Jan-Mar - Basketball; Apr-May - Softball; June-Aug - Aqua/Pool; Sept-Dec - Volleyball/Soccer/Aerobics; Ages 6th grade through adult	Come for one sport season or all; Saturdays from 9:30a-noon	Need energy and ability to do simple exercise moves	Every Saturday for as many Sat as you like
Activities	Sports Fitness	Walking and Biking Fitness along side of Citizens; training for our annual 5K Walk in November and 20K Bike Rally in March; ages 6th grade through adult; plenty of bikes available or bring your own bike.	Come for one Saturday or all Saturdays from 1:30-4:00p	Ability to walk 2.5 miles and/or ride 10 miles	Every Saturday in October thru March
Activities/ Spiritual	Sunday Worship	Support Spiritual leader with songs, skits and cheers for God; looking for a Sunday School class, youth groups, churches, Scouts, families, choirs, youth bands or individuals; all ages invited	Sundays 2p-4p; Praise service is at 3pm	Love praising God	Sundays - as many Sundays as you like
<b>Administrative</b>					
Administrative	Front Desk	Serve as Receptionist; unlock outside doors and Worship Center, turn on lights; answer phones; sort and distribute mail; prepare and apply postage; login packages; greet visitors and direct them; prepare Welcome sign; light clerical work; turn off lights; lock up outside doors and Worship Center. NOTE: Qualified people trained as Receptionist are needed to be on our "on-call" list when Receptionist is out sick or on vacation.	Monday - Friday All Day 8:30a-5:00p	one 8-hr training the day before	Occasionally; as needed when Receptionist is out sick or on vacation

<b>Admissions</b>					
<b>Admissions</b>	Family Tour Assistant	Accompany Admissions Dept. as they conduct the monthly Family Tour for prospective Citizens as a Back-up Family Tour Assistant; on occasion a Back-Up Tour Assistant is necessary to assist our Admissions Dept. with family tours. Most tours include the Admissions Director and Admissions Counselor. A volunteer may be needed on occasion when a member of the Admissions	First Wednesday of the month; 9:00a-noon	4-hour orientation with Carol Whitmore prior to starting; other training on the job	First Wednesday of the month
<b>Advancement</b>					
<b>Advancement</b>	Tour Guide	Be able to lead or serve as back-up for a 1-hr walking group tour of the Brookwood campus and facilities. Lead Tour Guides welcome the group to Brookwood in our Worship Center, play a brief video that gives an overview of our programs, answer questions, take the group on a walking tour thru Administration, Reynolds, Crafts, Clinic, The Inn, Cement, and Horticulture. We are	Mon, Tue, and Wed from 9:45a - 11:00a	Attend Spring or Fall Training session	As often as you desire
<b>Art Gallery</b>					
<b>Art Gallery</b>	Gallery Greeter Brookshire	Cheerfully greet each walk-in Gallery customer; inform them about the Brookwood Community and how Gallery helps support the Community; provide information on the Gallery website; helpful but not limited to someone with background in art, retail, jewelry, art appreciation.	Monday-Saturday 8:30a-5p; Sunday 9:30a-4:30p	Spend one day with Gallery Manager or Gallery Coordinator	Monday-Saturday from 8:30a-5p; Sunday 9:30a-4:30p
<b>Art Gallery</b>	Inventory/ Organizing/ Filing Brookshire	Follow inventory procedures for receiving, cataloging and pricing art pieces as they come into the Gallery; retail, payable/receivable; shipping/receiving; experience with Excel helpful; assist with filing paperwork and organization	Monday-Saturday 8:30a-5p; Sunday 9:30a-4:30p	Spend two days with Gallery Manager or Gallery Coordinator	Monday-Saturday from 8:30a-5p; Sunday 9:30a-4:30p
<b>Art Gallery</b>	Housekeeping Brookshire	Keep the Gallery looking its very best	Monday-Saturday 8:30a-5p; Sunday 9:30a-4:30p	Spend two hours with Gallery Manager or Gallery Coordinator	Mon-Sat from 8:30a-5p; Sunday 9:30a-4:30p

<b>Art Gallery</b>					
<b>Art Gallery</b>	Gallery Greeter Grand Parkway	Cheerfully greet each Gallery customer; inform them about the Brookwood Community and how Gallery helps support the Community; provide information on the Gallery website; helpful but not limited to someone with background in art, retail, jewelry, art appreciation.	Monday-Sunday 12p-6p;	Spend one day with Gallery Manager or Gallery Coordinator	Monday-Sunday Shifts: 12p-3p or 3p-6p
<b>Café</b>					
<b>Café</b>	Hostess	Take Café guests to their table and provide them information about Brookwood to first time guests; describe the daily Café special and soup of the day	Monday-Friday 10:30a-2:00p	Train with Café Management day prior to volunteering	As needed
<b>Café</b>	Reservations Assistant	Answer Café phone calls	Monday-Friday 10:30a-2:00p	Train with Café Management day prior to volunteering	As needed
<b>Horticulture</b>					
<b>Horticulture/ Retail</b>	Poinsettia Deliveries	Load and drive box truck to delivery poinsettias to the surrounding communities	Mon-Fri 8a-4p	15-min driver training video required	Daily 11/23-12/14
<b>Horticulture/ Retail</b>	Easter Lily Deliveries	Load and drive box truck to delivery Easter lilies to the surrounding communities	Mon-Fri 8a-4p	15-min driver training video required	Daily/ end of March - first part of April
<b>Horticulture/ Retail</b>	Spring Deliveries	Load and drive box truck during spring delivery season to the surrounding communities	Mon-Fri full day or half day	15-min driver training video required	Daily/ Spring Season of March, April, May
<b>Horticulture/ Retail</b>	Loading Trucks	Assist in pulling orders and loading box trucks; ability to stretch and bend	Mon-Fri 8a-4p	on the job	Daily/ Spring Season of March, April, May
<b>Horticulture/ Retail</b>	General Horticulture Duties	Assist in cleaning, organizing and helping Horticulture staff as needed	Monday-Friday 8a-4p	on the job	Daily - February thru November
<b>Horticulture/ Retail</b>	Paint Horticulture offices and lunch room	Assist in painting the Horticulture offices and Lunch room; need to be able to climb a ladder, bend and stoop	Monday-Friday 8a-4p	on the job	Spring 2015

<b>Horticulture</b>					
<b>Horticulture/ Retail</b>	Plant Poinsettias	Assist in sleeving poinsettias and loading trucks for poinsettia delivery	Monday-Friday 7:30a-2:30p	on the job	Dec 1 - 10, 2015
<b>Horticulture/ Retail</b>	Poinsettia Spacing	Assist in spacing poinsettias; will be hot and dirty	Monday-Friday 8a-4p	on the job	September 2015
<b>Horticulture/ Retail</b>	Planting and Propagation	Assist in planting and propagating plants; need to be able to lift, bend and organize	Monday-Friday full or half days	on the job	December thru February
<b>Horticulture/ Retail</b>	Cutbacks, pinching, spacing	Assist in cutting plants, pinching and deadheading, spacing and tubing	Monday-Friday full or half days	on the job	February thru August
<b>Retail/Bazaars</b>					
<b>Retail/Rodeo</b>		Assist customers in selecting merchandise and share information about Brookwood with customers; hand out Brookwood Fact Sheets; Wrap purchased merchandise; fill shelves.	Houston Rodeo Brookwood Booth March 2 - 22 3p-7p	on the job	March 2 -22
<b>Retail/Bazaars</b>	Sales Assistant Bazaars	Assist customers in selecting merchandise and share information about Brookwood with customers. Wrap purchased merchandise; carry out merchandise	Chapelwood Spring Thing Market March 3-5 Tue 10a-2:30p Wed 10a-1p and 1p-5p Thu 10a-2p	on the job	March 3-5, 2015
<b>Retail/Bazaars</b>	Sales Assistant Bazaars	Assist customers in selecting merchandise and share information about Brookwood with customers. Wrap purchased merchandise; carry out merchandise	Heritage Bazaar May 7-9 from 9a-6p	on the job	May 7-8, 2015
<b>Retail/Bazaars</b>	Sales Assistant Bazaars	Assist customers in selecting merchandise and share information about Brookwood with customers. Wrap purchased merchandise; carry out merchandise	Nutcracker Market Nov 11: 9a-4p Nov 12-15: 9a-2:30p and 2:30p-8p	on the job	Set up is Nov 11 from 9-4; Sales 9:30a-2:3-p and 2:30p-8p
<b>Gift Shop</b>					

<b>SSGGC/Retail</b>	Spring Extravaganza	Assist with the food table	May 7-9 10a-4p	on the job	May 7-9 10a-4p
<b>SSGGC/Retail</b>	Open House	Assist with the food table	December 4-5 10a-4p	on the job	December 4-5
<b>SSGGC/Retail</b>	Holidays	Assemble boxes during Christmas holidays	Nov 23 - Dec 24	on the job	daily 10a-4p
<b>Grand Parkway/Retail</b>	Floor Ambassadors/Greeters	Greet and assist customers with purchases/wrapping and carryouts	Monday-Sunday 10a-6p	on the job	Shifts: 12p-3p and 3p-6p
<b>Grand Parkway/Retail</b>	Garden Center	Assist customers with plants; Heavy lifting of plants; working in the heat; some plant knowledge is helpful	Monday-Sunday 10a-6p	on the job	Shifts: 9a-12p, 12p-3p and 3p-6p
<b>Work Program</b>		<b>NOTE: Due to working in direct contact with the Citizens in the Work Program, volunteers must first interview with the Executive Director as well as Work Program Manager</b>			

<b>Ceramics</b>	Asst to Teachers	Work with the Citizens in the shop assisting them with making and cleaning ornaments	Tue, Thu, Fri	on the job	Tue, Thu, Fri 9a-11a
<b>Ceramics</b>	Detail Painter	Detail painting of ornaments, dinnerware, home décor, etc. Items vary in size and shape; goal to achieve clean and uniform set of pieces to uphold Brookwood standard of quality.	Mon, Tue, Thu, Fri	on the job	Mon, Tue, Thu, Fri shifts from 9a-3p; 9a-noon; noon-3p
<b>Ceramics</b>	Wire Wrapping	Assist with wire wrapping details for various ceramic products; wire gauge varies from hard/stiff to soft/flexible; requires a lot of hand motion and some strength to manipulate wires and jigs	Mon, Tue, Thu, Fri 9a-3p	on the job; tools provided	Mon, Tue, Thu, Fri 9a-3p
<b>Project Discovery</b>	Crafts Teacher	Teaching a fun but simple craft activity	Thursday or Friday	none	Thursday-Friday from 9a-11a or 1p-3p
<b>Stone Casting</b>	Sand and Patch Products	Sand and patch stone casting products; cover blemishes - need moderate artistic skill; will use sharp tools and sand paper; also be able to lift approximately 25 lbs	Monday - Friday 9a-4p	on the job	Daily as available
<b>Stone Casting</b>	Tea Stain Products	Tea Stain or repaint the white base coat products	Monday - Friday 9a-4p	on the job	Daily as available
<b>Stone Casting</b>	Detail Painter	Paint detailed area of products (Comfort Bowls, Santas, Crosses and Plaques)	Wed, Thu, Fri from 9a-4p	on the job	Daily - no Tuesdays
<b>Stone Casting</b>	Shop Assistant	Assist Citizens with removing molds, sanding, patching, painting	Mon, Wed, Thu, Fri from 9a-4p	on the job	Daily - no Tuesdays
<b>Work Program</b>	Lunch Attendant	Assist Citizens with serving their lunch, cutting up food for some, clean tables, sweep, walk Citizens back to their shop after lunch	Mon-Fri 11:15a-noon (first lunch); and 12:10-1pm (second lunch)	on the job	Mon-Fri 11a-noon; or noon-1p
<b>WP Grand Parkwy</b>	Peer Mentor/ Job Coach	Assist Citizens with Craft Production	Mon-Fri 8:30a-4:30p in 2-3 hour shifts	on the job	Mon-Fri 8:30a-4:00p