

BROOKWOOD VOLUNTEER OPPORTUNITIES

Department	Position	Duties	Times and Dates	Training	Frequency
Activities					
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	Saturdays January-December 9:30a-noon	Need energy and ability to do simple exercise moves	Every Saturday for as many Saturdays 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.	Saturdays October-March 1:30-4:00p	Ability to walk 2.5 miles and/or ride 10 miles	Every Saturday for as many Saturdays as you like
Activities/ Spiritual	Sunday Worship	Support Spiritual leader with songs, skits & 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	Every Sunday for as many Sundays as you like
Administrative					
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.	Monday - Friday 8:30a-5:00p	One 8-hr training	Monday - Friday

Admissions					
Admissions	Family Tour Assistant	Accompany Admissions Department as they conduct the monthly Family Tour for prospective	First Wednesday of the month 9:00a-noon	4-hour orientation prior to starting	First Wednesday of the month
Advancement					
Advancement	Tour Guide	Be able to lead or serve as back-up for a 1-hr walking group tour of the Brookwood campus and facilities	Monday - Friday 9:45a - 11:00a	Training will be provided	As needed
Art Gallery Brookshire					
Art Gallery	Gallery Greeter	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 8:30a5p Sunday 9:30a-4:30p	Spend one day with Gallery Manager or Gallery Coordinator	Monday-Saturday
Art Gallery	Inventory Organizing & Filing	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 8:30a5p Sunday 9:30a-4:30p	Spend two days with Gallery Manager or Gallery Coordinator	Monday-Saturday
Art Gallery	Housekeeping	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	Monday-Saturday

Art Gallery Grand Parkway					
Art Gallery	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 3p-6p	Spend one day with Gallery Manager or Gallery Coordinator	Monday-Sunday
Café					
Café	Hostess	Take Café guests to their table and provide information about Brookwood. Describe the daily Café special and soup of the day	Monday-Friday 10:30a-2:00p	Train with Café Management prior to volunteering	Monday-Friday
Café	Reservations Assistant	Answer Café phone calls	Monday-Friday 10:30a-2:00p	Train with Café Management day prior to volunteering	Monday-Friday
Horticulture					
Horticulture/ Retail	Poinsettia Deliveries	Load and drive box truck to delivery poinsettias to the surrounding communities	Monday -Friday 8a-4p	15-min driver training video required	November - December
Horticulture/ Retail	Easter Lily Deliveries	Load and drive box truck to delivery Easter lilies to the surrounding communities	Monday -Friday 8a-4p	15-min driver training video required	End of March first part of April
Horticulture/ Retail	Spring Deliveries	Load and drive box truck during spring delivery season to the surrounding communities	Monday -Friday 8a-4p	15-min driver training video required	March, April & May
Horticulture/ Retail	Loading Trucks	Assist in pulling orders and loading box trucks; ability to stretch and bend	Monday -Friday 8a-4p	On the job	March, April & May
Horticulture/ Retail	General Horticulture Duties	Assist in cleaning, organizing and helping Horticulture staff as needed	Monday-Friday 8a-4p	On the job	February-November

Horticulture					
Horticulture/ Retail	Plant Poinsettias	Assist in sleeving poinsettias and loading trucks for poinsettia delivery	Monday-Friday 7:30a-2:30p	On the job	November- December
Horticulture/ Retail	Poinsettia Spacing	Assist in spacing poinsettias	Monday-Friday 8a-4p	On the job	September
Horticulture/ Retail	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- February
Horticulture/ Retail	Cutbacks, pinching, spacing	Assist in cutting plants, pinching and deadheading, spacing and tubing	Monday-Friday Full or Half days	On the job	February- August
Retail/Bazaars					
Retail/Rodeo		Assist customers in selecting merchandise, wrapping purchased merchandise and filing shelves.	Houston Rodeo Brookwood Booth	On the job	March
Retail/Bazaars	Sales Assistant Bazaars	Assist customers in selecting merchandise, wrapping purchased merchandise and filing shelves	Chapelwood Spring Thing Market	On the job	March
Retail/Bazaars	Sales Assistant Bazaars	Assist customers in selecting merchandise, wrapping purchased merchandise and filing shelves	Heritage Bazaar	On the job	May
Retail/Bazaars	Sales Assistant Bazaars	Assist customers in selecting merchandise, wrapping purchased merchandise and filing shelves	Nutcracker Market	On the job	November
Gift Shop Brookshire					

Garden Center & Retail	Spring Extravaganza	Assist with the food table	May	On the job	May
Garden Center & Retail	Holidays	Assemble boxes during Christmas holidays	November – December 10a-4p	On the job	Daily
Gift Shop Grand Parkway					
Grand Parkway/Retail	Floor Ambassadors Greeters	Greet and assist customers with purchases/wrapping and carry outs	Monday-Sunday 12p-3p & 3p-6p	On the job	Daily
Grand Parkway/Retail	Garden Center	Assist customers with plants; Heavy lifting of plants; working in the heat; some plant knowledge is helpful	Monday-Sunday 9a-12p, 12p-3p 3p-6p	On the job	Daily
Work Program		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			

Ceramics	Assist Teachers	Work with the Citizens in the shop assisting them with making and cleaning ornaments	Monday-Friday 9a- 11a or 1p-3p	On the job	Monday-Friday
Ceramics	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	Monday-Friday 9a- 11a or 1p-3p	On the job	Monday-Friday
Ceramics	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	Monday-Friday 9a- 11a or 1p-3p	On the job	Monday-Friday
Project Discovery	Crafts Teacher	Teaching a fun but simple craft activity	Thursday-Friday 9a-11a or 1p-3p	On the job	Thursday-Friday
Stone Casting	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- 11a or 1p-3p	On the job	Monday-Friday
Stone Casting	Tea Stain Products	Tea Stain or repaint the white base coat products	Monday-Friday 9a- 11a or 1p-3p	On the job	Monday-Friday
Stone Casting	Detail Painter	Paint detailed areas of products	Monday-Friday 9a- 11a or 1p-3p	On the job	Monday-Friday
Stone Casting	Shop Assistant	Assist Citizens with removing molds, sanding, patching and painting	Monday-Friday 9a- 11a or 1p-3p	On the job	Monday-Friday
Work Program	Lunch Attendant	Assist Citizens with serving their lunch, cutting up food for some, clean tables, sweep, walk Citizens back to their shop after lunch	Monday-Friday 11:15a-1pm	On the job	Monday-Friday
WP Grand Parkway	Peer Mentor/ Job Coach	Assist Citizens with Craft Production	Monday-Friday 8:30a-4:00p 2-3 hour shifts	On the job	Monday-Friday