



Haus of Peace

Volunteer Job Descriptions

Volunteer Coordinator—This individual would be in communication with the director and communicate with all volunteers via email text and snail mail on all needs whenever necessary. Help keep track of which volunteers will be helping when and where.

Office help—anything from stuffing envelopes with newsletters and putting goodies in bags for community events.

Tutoring—give educational assistance to any of the HOP women or their children who may need a little extra help in their schooling/studies

Cooking a meal— Cooking a meal for all Haus Guests for community nights. Could be weekly or once a month.

Arts and Crafts— This would be an activity that would be planned by the volunteer with a purpose in mind. They alone would be responsible for the completion of any project including set up, organizing the project and clean-up. Depending on the budget, Haus of Peace could reimburse for the cost of the project.

Accounting/Finance—A head for numbers. Can assist with HOP financials.

Yard help—pull weeds from flower beds, mow the yard, spring/fall clean up at either HOP homes

Events—usually community events. Help promote HOP, answer questions, hand out brochures, and help with set up/clean up.

Fundraising—contact different venues about fundraisers such as Culvers, Pizza Ranch, etc.; help at any fundraising event; help coordinate a fundraising event, etc.

Writer— This person would work with the director on any newspaper articles and the newsletter

Christmas helper During the Christmas season Haus of Peace gets many donations. This takes two people to take charge of wrapping and organizing where this would take place. Again according to our budget Haus of Peace could pick up the expenses

Marketing— Work with the writers and HOP staff to provide information regarding projects and events, help promote HOP, help with “branding” and promoting on social media and events. Help find ways to promote HOP.

This person would work with the writers to provide all information regarding any and all projects. This would include newsletters articles and Christmas cards

Mentoring— Haus of Peace would provide information and training for mentoring the Haus Guests. This is always done with a purpose. There are various ways in which to mentor—reading a writing assignment, journaling, or an art project. The possibilities are endless.

Donations—HOP collects and receives donations that must be approved by the director. Assist and work with the Director with coordinating donations.

Budgeting— If you feel math and finance are in your wheelhouse and would like to teach our women how to budget, we could use you! Coordinate with the Director on meeting with the Haus Guests to teach budgeting.

Cleaning—Do a deep down clean and sanitize of HOP homes once a quarter.