



# VOLUNTEER CENTRAL

## Welcome!

Thank you for your interest in being a volunteer at City on a Hill. We are excited about your willingness to become involved with our ministry. We believe God can use your gifts and talents at City on a Hill to help meet the needs of residents in our community.

## Overview

Our volunteer opportunities are broken down into three levels based on the time commitment that is involved and the application requirements of City on a Hill. New volunteers are encouraged to choose opportunities that will realistically fit into their schedule.

## Next Step

Once you have chosen an area that you'd like to get involved in, City on a Hill will send you an application. After you mail it back to us, we'll contact you about getting plugged into the ministry.

## Helpful Hints

Above is a key that will help you in selecting the right ministry and volunteer opportunity. Each opportunity will have a shape(s) that applies to the specific listing.

## Questions?

If you have any questions, please contact City on a Hill at 414-931-6670 or email [info@cityonahillmilwaukee.org](mailto:info@cityonahillmilwaukee.org).

**Symbol Key:**

-  Flexible Schedule
-  Children's Ministry
-  Commitment Required
-  Great Family Opportunity
-  Experience Required
-  Great 1<sup>st</sup> time Opportunity
-  Behind the Scenes
-  Off-site Project



## Volunteer Opportunities Overview

(Updated March 5, 2009)

### General opportunities

#### Outreach Events

City on a Hill's outreach events are used to build relationships with the families of children we serve, and to reach new families in our neighborhood. These events happen every six to eight weeks and are aimed at bringing families together. Volunteer are needed for various hands-on services in children's ministry, security, food services and program coordination. The opportunity to become part of a leadership team that helps plan and coordinate upcoming programs is open to individuals who are consistent volunteers in our outreach events, and would like to get more involved.

**Frequency & Availability-** See Outreach Event Calendar for scheduled events

#### Health Clinic

Our Health Clinic treats people holistically, addressing their physical, emotional and spiritual needs. The Clinic is staffed by with a group of more than 80 volunteers – individuals with medical expertise, who offer free monthly health screenings for blood pressure, cholesterol, blood sugar, vision, dental and others. Doctor visits are available for uninsured and underinsured visitors. Volunteers also serve hot meals, and distribute groceries and hygiene products to our guests. Over 200 people per month are being served through the Health Clinic. Opportunities to volunteer are open not only to those with a background in healthcare, but also anyone with a heart of compassion to help in food services, prayer and evangelism, engaging our guests in conversation and prayer when requested and to greet and escort visitors throughout the building.

**Frequency & Availability-** 2<sup>nd</sup> Saturday of each month, 10:30am-5pm

### Level 1 Opportunities

#### Office/Clerical Support

Assist the administrative staff of a growing urban ministry center! City on a Hill is always in need of willing and flexible volunteers who enjoy "paper work"! Projects will range from helping with mailings, data entry, making copies, collating packets, and any other general office tasks.

**Frequency & Availability-** Flexible during business hours and on Tuesday evenings.

#### Organizing

If you have a knack for putting things in order, we would **love** to have you join our volunteer team. As our ministry is expanding, so is our need for organization of supplies and resources. If you enjoy organizing and aren't afraid of a challenge, this is the area for you. Projects will involve sorting office and ministry supplies in closets, donation rooms, camping equipment areas and more!

**Frequency & Availability-** Flexible during business hours and on Tuesday evenings.

## Promotion: Marketing - Photography - Graphic Design



Help City on a Hill design promotional materials to publicize our programs for community residents, youth groups and area churches. Programs include an array of children's programs, free adult classes and services, urban mission opportunities and affordable Bible education. We need your skills in writing and photography to capture stories and events that show the activities of this ministry.

**Frequency & Availability- Flexible during business hours and evening hours. Some projects may be completed off-site.**

## Technology Services



City on a Hill is looking for assistance to help maintain technology equipment, update computers and inspect donated equipment.

**Frequency & Availability- Flexible, day and evening hours during the week preferred.**

## Sorting Donations



City on a Hill has a vision to launch a Ministry Resource Center that will provide surrounding churches and ministries meet the practical needs of the people they serve. In preparation, we are in need of volunteers who will lend their organization skills to sort incoming donations from area retailers. This opportunity will be rewarding to volunteers who want to see tangible results, and take part in helping to launch a new and important ministry project.

**Frequency & Availability- Flexible During the day, some evenings**

## Food Service



If you have experience in the kitchen, then we'd love to have you join our food service team. Each Tuesday evening City on a Hill provides a nutritious meal for the children involved in our Children's program - between 75 and 115 kids each week. (Hot meals are also served on the second Saturday of each month at our free Health Clinic). We're looking for experienced food service volunteers to help prepare and serve meals at City on a Hill. City on a Hill provides the food, set-up and equipment.

**Frequency & Availability- Tuesdays 5pm- 8pm or 2<sup>nd</sup> Saturdays 9:30-5pm.**

## Maintenance & Facilities



City on a Hill has more than 150,000 square feet of space, which can be a challenge for our facility crew to maintain well! We're looking for skilled and non-skilled volunteers to help with electrical, plumbing, equipment repair, painting, lawn and garden care, custodial, or cleaning projects. If you are a technician or handy-man with time to spare, we have several projects that will put your talents to good use. Our facilities staff will always welcome a helping hand.

**Frequency & Availability- Flexible during week or on Saturdays once a month.**

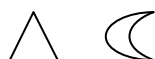
## Level 2 Opportunities

### Visitation Team



The City on a Hill Visitation Teams are composed of staff, students of City College and participating volunteers. Visitation Teams operate as the hands and feet of our ministry, making contact with participating families, to provide resource information about upcoming events and programs at City on a Hill and local partner agencies. In addition, the Visitation Team obtains information from families about their needs, interests and ideas, which enables City on a Hill to better tailor our services. This ministry is the link that sustains communication between our ministry, and the children and families we serve.

**Frequency & Availability- One Saturday a month**



## City College Support

Our two-year Bible College offers programs in urban ministry, biblical studies and pastoral ministries. Classes are taught primarily in the evenings, by a diverse group of professors most of whom have Master's or Doctoral degrees. Classes are offered at a college or enrichment level to meet various personal goals and interests. Volunteer opportunities are available in recruitment, data collection, clerical assistance and marketing. If you are interested in helping Milwaukee's newest college succeed and you have skills that match our needs, this ministry provides many opportunities for you to learn and grow.

**Frequency & Availability- Monday- Fridays during the day or Tuesday evenings**

## Level 3 Opportunities

### Children's Program (Mpac Girls Club & Royal Rangers)\*



#### We have a need for Teachers – Teacher Assistants & Floaters

Children's Ministry is a high priority for City on a Hill. Royal Rangers and Mpac Girls Clubs provide boys and girls from the neighborhood with weekly Christian education, Bible study and recreational activities. If you like children and identify with the need to reach young people for Christ, please consider this hands-on ministry. You can impact the lives of children living in Milwaukee's urban neighborhoods with love and compassion.

**Frequency & Availability- Tuesdays 6pm- 8:30pm (2-4 Tuesdays/month)**

### Transportation for Children's Program



Children's Ministry is a high priority for City on a Hill. We are in need of van drivers for our Tuesday night Children's Program. You would be responsible to transport children to the program from 5:00PM to 6:30PM and/or home after the program from 8:15PM to 9:00PM. This ministry will allow children a chance for City on a Hill to have a major impact on their lives.

**Frequency & Availability- Tuesdays 5pm- 6:30pm or 8:15 to 9:00pm (2-4 Tuesdays/month)**

### Receptionist

The receptionist is the first person visitors see when they arrive at City on a Hill. We're looking for friendly individuals to help answer phone calls, greet and direct visitors. Receptionists also do light clerical projects if there is time, such as making copies and helping with mailings.

**Frequency & Availability- Looking for committed individuals to work one 4 hour shift a week (8:30am-12:30pm or 12:30pm-5pm).**

### Youth Mentoring Program\*

Middle and high school can be a very significant time in a youth's life. The choices they make during this time of their life will often impact their future significantly. The goal of our future mentoring program is to come alongside youth to help them make wise, godly decisions, and to encourage them to be young men and women of faith. Youth from our regular Tuesday evening children's program are eager to have mentors – people who will care about them and want to see them succeed. If you are interested in reaching youth and teens (ages 12-17), if you are compassionate and an encourager, this may be the place for you!

**Frequency & Availability- Flexible schedule, plus one Saturday per month.**

**\*One year commitment required.**

### Pregnancy Screening Center

Our Pregnancy Screening Center provides compassionate counseling and care for young women struggling with crisis pregnancies. Clothing and baby supplies are provided from donations of new or gently used items. Services are designed to help expectant mothers understand the new life forming within them, and experience the love of Christ. Many not only choose physical life for their babies, but also accept the gift of eternal life for themselves as a result of this ministry. If you believe the Lord uses you in the area of encouragement and you have a passion for young women in crisis, this may be the ministry for you.

**Frequency & Availability- Mondays through Fridays- 10:00am-12:30pm**

## **Volunteer Coordination**



Help us guide volunteers through the application process and into ministry roles. This role is vital to City on a Hill operations, programs and services. We're looking for individuals with good people and administrative skills, which will be consistent in making phone calls and doing follow-with potential volunteers. These individuals work closely with City on a Hill staff for guidance and support.

**Frequency & Availability- Schedule is flexible. Daytime or evening hours.**

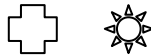
## **Childcare**



City on a Hill offers a variety of programs and classes for the parents of children in our programs, and for adults in the neighborhood. Lack of childcare is often a hindrance to their attendance on a regular basis. Volunteers in this area will take care of the children at City on a Hill while their parents are in classes. Activities typically include a snack, coloring, movies and games.

**Frequency & Availability- Most classes are held on Saturdays during the afternoon for 8-10 weeks at a time. Some classes are held in the evenings during the week.**

## **Volunteer Leader**



If you are consistently involved in the outreach events of City on a Hill and would like to take your involvement to the next level, this is for you! To have a successful program or event, we divide activities into different areas that volunteers can get plugged into. Area Leaders are involved with planning, organizing, implementing and training of volunteers for the specific areas at outreach and program events. This responsibility requires an extended time commitment and is only available for volunteers who are currently involved in COAH and is by invitation only.

**Frequency & Availability- See Outreach Event Calendar for scheduled events**