VOLUNTEER OPPORTUNITIES - 2022

Computer Lab Volunteer/Student Intern Nighttime
Assist with computer literacy skills, resume creation and job searching online, internet navigation, e-mailing, and Microsoft office skills. Assist the Computer Lab Coordinator with teaching the computer class and the safety/security of the computer lab during evening hours when classes are delivered. Assist Teacher to keeps statistics on attendance, testing, and promotions. The position is on Mondays and Wednesdays from 6:30 PM to 9:00 PM.

ESL Teaching Assistant   Volunteer/Student Intern Nighttime
Classes take place in the evenings. Helps teacher and assists in teaching English to speakers of other languages while following a prescribed curriculum. Assists Nighttime teachers to ensure that students are moving through the levels of understanding and proficiency. The position is on Monday, Tuesday, and Wednesday from 6:30 PM to 9:00 PM.   Assist Teacher to keeps statistics on attendance, testing, and promotions.

Welcome Desk Data Entry Assistant Volunteer/Student Intern Nighttime
Assists Nighttime Coordinator to greet clients and potential new students as they enter the building. Assists with registration week, the first week of nighttime classes, and registration of the Nighttime Education program. Answers questions clients may have and provides referrals to other staff within EL Sol. Assists the Nighttime Coordinator with entering new registrants into a database, entering attendance of nighttime classes, and assisting with follow-up phone calls to promote Nighttime attendance. The position is on Monday, Tuesday, and Wednesday from 6:30 PM to 9:00 PM.

Childcare Volunteer/Student Intern Nighttime
Assist in the care of children from the parents of the ESL Classes and also the Sewing Group at El Sol. Monitors children of the parents who are attending the nighttime classes. Report the hours worked and the number of children cared for.   Assist teachers and be creative with program development. Must have previous experience working with Children. Background check required. Schedule to be determined. Needs are Monday, Tuesday, and Wednesday from 6:30 PM to 9:00 PM.

Plazas Comunitarias (Spanish Literacy) Volunteer/Student Intern Nighttime
Assists the Spanish-speaking teacher who offers literacy classes to native Spanish speakers who cannot read or write in Spanish. The curriculum is provided by the Government of Mexico. Must be bilingual. Tutoring help is needed in Math. Also needs in assisting the Teacher to keeps statistics on attendance, testing, and promotions. The position is on Saturdays from 10:00 AM to 2:30 PM.

Computer Lab Volunteer/Student Intern Daytime
Our Computer Lab is open from 12-2 every day. The Computer Lab Volunteer monitors the use of the computers and ensures that El Sol's policies about the use of the Internet are being followed, distributes and collects headphones, follows rules for food and drink in the lab, and keeps attendance. The Computer Lab Volunteer does not need to be a computer specialist as s/he is simply a monitor.

ESL Teaching Volunteer/Student Intern Daytime
"Table-Talk" Classes take place in the mornings on Mondays and Wednesdays. While the worker is here waiting to be hired for the day, our volunteers teach English. The volunteer teacher gathers the workers around the table for a casual approach to learning the English language. They teach basic concepts of the English language, words, and phrases that may be helpful to use out in the field.   This casual approach allows workers to learn in a comfortable environment and hopefully inspires the worker for further learning.

Worker Development Case Manager Volunteer/Student Intern Daytime
Assist the Case Manager and Worker Development Coordinator with the follow-up procedures with current clients enrolled in the vocational training program. Assist Case Manager and Worker Development Coordinator with the registration process and orientation of new clients. Assists Case Manager with collecting information on new registrants into the database, and assisting with follow-up phone calls to promote Nighttime attendance. Schedule to be determined. Daytime hours. Must be bilingual.

Welcome/Labor Desk Volunteer/Student Intern Daytime
Registers new workers on Saturdays, assists in issuing identification cards, explains how the system works to new registrants, and helps workers become oriented to El Sol's policies, programs, and practices. Must be bilingual.

Garden Volunteer/Student Intern Daytime
Assists the Garden Coordinator in keeping the garden productive and healthy; ensures that all staff and volunteers are observing the rules for organic gardening; assists in supervising harvesting and provides other gardening services as prescribed by the garden coordinator.

Farmers Market Volunteer/Student Intern Daytime – November to May
Assists the Garden Coordinator during the farmers market on Sunday mornings. Sit at the El Sol booth and help sell produce from the garden.

Kitchen Volunteers
Assistant in the Kitchen: Assists Kitchen Coordinator to prepare meals for the deal, helping keep the kitchen clean, helping serve meals, ensure that all hot foods are prepared and ready for meal service. Assists the Kitchen Coordinator to make sure that all food for cold prep is in-house and available. The Assistant may also work with the kitchen coordinator to ensure that all cold food items are available and in-house.

Cashier & ID Register

Responsible for collecting all donation money made at the time of meal service. Make sure all lunch recipients sign in, check all Worker IDs, and ensure that all recipients of the meal are accounted for on the sign-in sheet for that meal service. Ensure that each day's sign-in sheet is filled in appropriately and the following day's sheet is ready for service. If a worker does not have an ID, the volunteer will assist in providing appropriate next steps for the worker (i.e. refer to Case Management Services). Notify employers' desks of meal descriptions and the number of meals served. Assists Kitchen Coordinator with any additional assigned duties.

Legal Volunteer/Student Intern Daytime or Nighttime

Assists the lawyers and paralegals in a variety of activities such as filling out forms, helping clients understand the requirements and expectations, assisting clients in assembling necessary documentation, and other duties as prescribed by the legal team. The paralegal job description includes assisting a lawyer and helping him/her with legal services. The main legal assistant's responsibilities are as follows. He/she researches old cases, investigates facts related to the current case, prepares legal documents, and provides suggestions related to current proceedings. A legal assistant is not allowed to provide legal advice to clients. A legal assistant has to review case records, gather necessary data, and update the case progress. Depending on the study and analysis of the cases, he/she gives oral presentations and also prepares case reports.

Health Care Volunteer/Student Intern

Assists the Health Coordinator with data entry, filing, copies, event management, and follow up phone calls to promote the Health Program at El Sol and assist with navigating our clients through the health system.

Other duties of Student Internship

Provide translation services in person for clients who need assistance at medical appointments. Assist Health Coordinator with planning and running El Sol Events, workshops, and other activities as needed. Assist with survey collection and data entry of outcome of events. Requires some weekend hours.

Promotores de Salud (Health Promoters)

Assist the Health Care Coordinator with the training of Community members who are provided training in order to outreach and educate other members of the community regarding health prevention and education.

For more information on any of these opportunities contact: volunteer@friendsofelsol.org