



# Volunteer Opportunities Catalog

## Welcome to the Lighthouse Team!

We are so glad you have decided to serve the Lord with us. The following guide is to help you match your talents, abilities, and schedule with our needs throughout the ministry.

Please note that you will find the opportunities organized by location, followed by availability (day and time), then by job description, skillset, and finally the first steps you will have to take.

\*Small groups- 3-5

\*Medium groups- 6-10

\*Large Groups- 10-20

(for any groups larger than 20, please contact the volunteer coordinator directly)

To apply for volunteer status, please visit [Lighthousemin.org](http://Lighthousemin.org) and fill out a volunteer application specifying your interests. You will be notified upon approval.

For further questions and inquiries, please contact the Volunteer Coordinator at [volunteer@lighthousemin.org](mailto:volunteer@lighthousemin.org) or call **863-687-4076** xt 777.



## **WOMEN'S CENTER (LAKELAND):**

*CONTACT: Program Director- Bridget Washinton 863-687-4076 xt 270*

### **Serve a meal** *(for individuals, pairs, and small groups)*

- TIME: Lunch 11:00-12:00pm, Dinner 4:15pm-5:15pm with time approval, dress is comfortable, modest, with closed shoes
- RESPONSIBILITIES: Serve food to women as they pass by the buffet lines, help with clean up. Make eye contact and show love. Speak to them kindly and give a greeting. Listen to special food requests.
- PURPOSE: Our residents come from a world that does not look them in the face. We are demonstrating to them the love of Jesus to see them where they are and have love and compassion for them.
- EXTRAS: If time permits, a volunteer could offer to pray for a resident after the food is served.

### **Mentors** *(for individuals)*

- TIME: One hour, once a week. Flexible, Dress is comfortable/modest.
- RESPONSIBILITIES: Mentoring is being available to share Biblical truths concerning God's love, grace & the saving power of Jesus Christ to a woman who is currently homeless & living in a shelter environment.
- PURPOSE: Mentoring is coming alongside of a woman who may have been cast out of society, helping her to realize that she has value and can make positive changes in her life through Christ.

### **Front Desk** *(for individuals and pairs)*

- TIME: Monday- Friday between 8-4pm, dress is business casual/modest
- RESPONSIBILITIES: Front door greeter, answer and direct telephone calls, direct visitors, interact and provide application to homeless women interested in the program, receive donations, share the love of God with program men and women as they walk by.
- PURPOSE: Communicate the gospel to everyone entering the front doors by showing love and compassion.
- EXTRAS: Opportunity to pray for those we serve.

### **On Call Transportation** *(for individuals and pairs)*

- TIME: When available Monday- Friday 8am-4pm, dress is Comfortable
- RESPONSIBILITIES: Pick up and/ or drop off residents from appointments at the doctor, SS office, DMV etc., as available. Interact with residents in a positive way, communicate God's love.
- PURPOSE: Communicate the gospel while assisting residents
- EXTRAS: Opportunity to pray for those we serve.

**Exercise/Aerobics Class (female) Teacher** *(for individuals & pairs)*

- TIME: Mon- Sat 5am- 6am, or 5:30pm-6:30 pm, dress is comfortable
- RESPONSIBILITIES: Teach women discipline by strengthening their body using proper form and stretching, share scripture or devotional thought.
- PURPOSE: Invest in the lives of ladies while teaching the importance of caring for their temple.

**Kitchen Prep Help** *(for individuals, pairs, & small to medium groups)*

- TIME: Mon- Fri 8am- 4pm, dress is comfortable, closed toe shoes
- RESPONSIBILITIES: Chop veggies, wash dishes, help prepare food for the ministry guests.
- PURPOSE: Serve in hospitality Invest in the lives of ladies while teaching the importance of caring for their temple.

**Game or Movie Night** *(for individuals, pairs, & small groups)*

- TIME: One or two evenings a month, dress is comfortable
- RESPONSIBILITIES: Share the gospel with a message of hope.
- PURPOSE: Share the love of Christ

**Guest Chapel service** *(for individuals, pairs, & small groups)*

- TIME: 2nd and 5th Thursday of the month, 7-8 pm, dress is comfortable, modest
- RESPONSIBILITIES: Share the gospel with a message of hope. Music is encouraged.
- PURPOSE: Share the love of Christ

*FIRST STEPS:* Fill out the volunteer application along with the area of interest, upon completion and approval, you will be put in contact with the director of the area of your choice to decide on the best course of action.

**OVERNIGHT SHELTER (LAKELAND):**

*CONTACT: Shelter Director, Joe Washington 863-687-4076 xt 253*

**Front desk** *(for individuals and pairs)*

- TIME: between 8am - 4pm Mon, Thurs, Fri, Dress is casual with closed shoes
- RESPONSIBILITIES: This would consist of taking phone calls, taking messages, giving some information that would be made available to the volunteer, communicating with on-the-clock staff, and keeping the office clean.
- PURPOSE: Communicate the gospel to everyone entering the front doors by showing love and compassion.

**Gardening** *(for individuals and pairs, small to medium groups)*

- TIME: Mondays & Wednesdays 8am - 12 pm, Dress is casual, Closed toe shoes
- RESPONSIBILITIES: This would consist of all facets of gardening work

**Serving food** (*individuals and pairs, small to medium groups.*)

- TIME: 5:15pm-6:00pm [Men's program meal], 6:30-7:30 - 8:00pm [overnight guests meal] Or both times if desired (7 - days a week), Dress is casual
- RESPONSIBILITIES: This would consist of plating food that is already cooked while the program men and the overnight guests come through the line for their meals. filling up the drinks that are provided. Post meal clean up after both meals are served.(Sweeping and mopping floors and wiping down tables)
- EXTRAS: Churches are welcome to sponsor a night at the Men's Shelter providing food or funds, a speaker, and or worship for the night, as well as serving the guests.

**Janitorial work** (*for individuals and pairs, small to medium groups*)

- TIME: 8:30am - 1:30pm Mon-Fri, dress is casual, Closed toe shoes
- RESPONSIBILITIES: This would consist of sweeping, mopping, cleaning bath rooms (toilets, mirrors,sinks), wiping down chairs, vacuuming

*FIRST STEPS:* Submit a volunteer application, Decide which area best fits your skills. Upon approval, you will be contacted by a director in the Men's Center to decide on a start date and time.

**MEN'S PROGRAM (LAKELAND):**

*CONTACT:* Program Director, Barry Howell 863-687-4076 xt 251

**Mentors** (*for individuals*)

- TIME: One hour, once a week. Flexible, Dress is comfortable.
- RESPONSIBILITIES: Mentoring is being available to share Biblical truths concerning God's love, grace & the saving power of Jesus Christ to a man who is currently homeless & living in a shelter environment.
- PURPOSE: Mentoring is coming alongside of a man who may have been cast out of society, helping him to realize that he has value and can make positive changes in his life through Christ.

*FIRST STEPS:* Complete the Mentor Application, reference and background checks are done by our Volunteer Coordinator, interview with the Men's Director and go over the residents' Information Sheet for a Mentor become matched with your mentee by the Men's Director under God's guidance.

**KIDS CLUB (LAKELAND):**

*CONTACT-* Director, Yvena Louis 863-595-8897

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**Child Mentor** *(for individuals and pairs, small groups)*

-TIME: Mon-Tues, Thurs-Fri evenings (3pm or 4pm-7:30pm) or Sat 9am-12pm, 12-4pm. Dress is Comfortable and modest.

-RESPONSIBILITIES: Serve food to the kid's. Play an inside or outside game with the kids. Lead a Bible memorization to your small group. Speak kindly to the kids and make eye contact with them.

-PURPOSE: To make an impact on the community, to see kid's saved, and get the right attention they need.

-EXTRAS: Invite them to your church. Provide a ride home if needed.

*FIRST STEPS:* After submitting a Kid's Club Volunteer Application, you will be subject to undergo a professional background check. Once this clears, you will receive several training modules to your email. Upon completion of the training, you will then coordinate a start date/time or project with Yvena.

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**ADMINISTRATION (LAKELAND):**

*CONTACT- Sylvia Stewart 863-687-4076 xt 241*

**Donor Records & Relations** *(for individuals and pairs)*

-TIME: 10:00 to 2:00 Thursdays Business Casual (Modestly)

-RESPONSIBILITIES: Filing, Stuffing & Mailing Letters, Searching ID numbers in Database, Coding Donations, & tidying up office.

-PURPOSE: People give whatever they can, sometimes we get a quarter taped to a note, we consider this a widow's mite. "Little is much, when God is in it."

-EXTRAS: This is needed especially and maybe more often during Easter, Thanksgiving, & Christmas.

*FIRST STEPS:* Submit a volunteer application, express interest in Admin, we will accept this request if availability presents itself.

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**ADULT LEARNING CENTER (LAKELAND):**

*CONTACT: Scott Turbeville 863-687-4076 xt 255*

**Faith & Finances and Work Life Ally** *(for individuals)*

-TIME: Tuesday, Thursday; 9am-11am & 1pm-3pm

-DRESS: Business casual

-RESPONSIBILITIES: Complete the Equipping Allies training prior to assisting in first class. Attend at least one, or as many of the four classes as able; stay for the entire class. Be committed to listening & assisting the participants as they go through the challenges of the class. Be on time but leave after participants. Be confidential.

-PURPOSE: To provide support, connecting participants to networks and systems with the understanding that one person will not necessarily fix another person's problems or even bring them closer to Christ; the big results are not in your hands but God's.

-EXTRAS: Key characteristics of allies include being a personal resource, an encourager, a mutual learner and an advocate/Bridge. Also praying for the Adult Learning Center, its staff, and clients.

### **GED Tutoring** (for individuals)

-TIME: 9 am to 4 pm; Monday thru Friday, dress is business casual

-RESPONSIBILITIES: Assist clients working on their GED by: providing support, encouragement, and practical assistance with the curriculum offered by Lighthouse to take and pass their GED successfully and confidently.

-PURPOSE: To encourage clients to be the best they can be.

-EXTRAS: Pray for the Adult Learning Center, its staff, and clients.

*FIRST STEPS:* After submitting a volunteer application and you are approved, your information will be sent to the learning center and you will be contacted by the directors to schedule your start.

## **ADULT LEARNING CENTER (YBOR CITY, TAMPA)**

*CONTACT: Director, Cheryl Hart 863-687-4076 xt 271*

### **Receptionist** (for individuals)

-TIME: 9 am - 4 pm; Monday - Friday dress is business casual

-RESPONSIBILITIES: Answer telephone, Take messages, Greet people entering the center and provide general hospitality to our guests, Provide applications for food boxes; refer applicants with completed forms and documents to staff, Be confidential, Assist staff in cleaning the center

-PURPOSE: To provide hospitality to internal & external clients of the Ybor Adult Learning Center & ensure needs are met by directing them to appropriate staff.

-EXTRAS: Pray for the Adult Learning Center, its staff, and clients.

### **Faith & Finances and Work Life Ally** (for individuals)

-TIME: Tuesday, Thursday; 9 am-11 am & 1 pm-3 pm, Dress is business casual

-RESPONSIBILITIES: Complete the Equipping Allies training prior to assisting in first class. Attend at least one, or as many of the four classes as able; stay for the entire class. Be committed to listening & assisting the participants as they go through the challenges of the class. Be on time but leave after participants.

Be confidential.

-PURPOSE: To provide support, connecting participants to networks & systems with the understanding that one person will not necessarily fix another person's problems or even bring them closer to Christ; the big results are not in your hands but God's.

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-RESPONSIBILITIES: Assist clients working on their GED by: providing support, encouragement, and practical assistance with the curriculum offered by Lighthouse to take and pass their GED successfully and confidently.

-PURPOSE: To encourage clients to be the best they can be.

-EXTRAS: Pray for the Adult Learning Center, its staff, and clients.

*FIRST STEPS:* After submitting a volunteer application and you are approved, your information will be sent to the learning center and you will be contacted by the directors to schedule your start.

### **THRIFT STORE (WINTER HAVEN):**

*CONTACT- Store Manager, Genifer Hall 863-687-4076 xt 247*

#### **Production Helper/Clerk** (for individuals, small, medium, & large groups.)

-TIME: 9:00AM - 5:00PM, Collared shirt, Jeans, Capris, Closed toe shoes

-RESPONSIBILITIES: Receive, sort, clean, tag, and stock donated items.

Cleaning - vacuum, dust, wipe shelves, carts, doors, breakroom area, restrooms, trash removal. Greet customers and donors that enter the store and offer help, information and a smile. Be welcoming! Tell customers about discounts when stocking the sales floor. Clean out dressing rooms & restock unpurchased items.

-PURPOSE: To communicate the gospel & share the love of Jesus with the community as they shop in our stores. Sell donated items to generate funding for our ministry programs Show love & compassion for the needy who participate in the Hope Assistance Program. Give customers good value.

-EXTRAS: Pray with people when opportunity arises. Joining in with devotions.

#### **Truck Helper** (for individuals)

-TIME: M-F 8AM-5PM Collared/plain shirt, Jeans/long shorts, Closed toe shoes.

-RESPONSIBILITIES: Help load and unload trucks picking up and dropping off donations. Help direct the driver when backing & navigating obstacles. Maintain safe lifting procedures to reduce the incidence of injury. Proper use of safety equipment (back brace, dolly, pallet jacks, and lift gate) Share the gospel with the



donors to further mission and ministry.

-PURPOSE: To communicate the gospel and share the love of Jesus with donors as we serve their needs to pick up their goods. To provide an outlet to the community to donate their used goods. Move these goods to the stores for processing and production. Show love, compassion and thankfulness to donors who support the ministry.

-EXTRAS: Pray with people when the opportunity arises.

*FIRST STEPS:* Fill out a volunteer application, once approved your information will be sent to the Winterhaven store and you will be saved on file as a registered volunteer. Once receiving a confirmation call or email, you are able to show up at any time during business hours and get started.

## **THRIFT STORE (LAKELAND):**

*CONTACT- Store Manager, Steve Morey 863-687-4076 xt 256*

### **General Merchandising** *(for individuals, small, medium, & large groups.)*

-TIME: 10am-5pm Mon-Fri, 9am-5pm Sat, Wear closed toe shoes, long pants/shorts & t-shirt

-RESPONSIBILITIES: Sorting Clothes, accepting donations, putting clothes out on retail floor, wiping down shelves and furniture on retail floor. Picking up in the parking lot when safe to do so.

-PURPOSE: To make our store presentable & easier for workers to do their job.

-EXTRAS: If the volunteer feels a need to pray over our store or with a customer they may do so.

*FIRST STEPS:* Fill out a volunteer application, once approved your information will be sent to the Lakeland store and you will be saved on file as a registered volunteer. Once receiving a confirmation call or email, you are able to show up at any time during business hours & get started.

## **DISTRIBUTION CENTER (LAKELAND):**

*CONTACT- Beth Steward 863-687-4076 xt 233 / Nick Cassista xt 256*

### **Food Boxing** *(for medium to large groups)*

-TIME: Varies by need, dress is modest, tennis shoes, lightweight clothes

-RESPONSIBILITIES: Volunteering to make food boxes consists of: putting boxes together and placing the John 3:16 sticker on them, packing food into the boxes, putting tracks into the boxes and sealing them up, keeping the food line stocked as others are packing boxes loading the boxes onto pallets and, once they are full, wrap them with shrink wrap

-PURPOSE: To provide food for and share the gospel to the community.

*FIRST STEPS:* Submit a volunteer application along with a head count for your group and a desired time. We will do our best to coordinate our product delivery with a day and time that works for both parties.

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### **THRIFT STORE (BRANDON):**

*CONTACT:* Store Manager, Kyle Bridges 863-687-4076 xt 904

#### **Processing Volunteer** *(for individuals, small, medium, and large groups.)*

- TIME: Anytime M-f 10-5, Sat 9-5 Jeans, T-Shirt, Closed-toe shoes
- RESPONSIBILITIES: Helping staff with processing donated goods. Sorting Cleaning, Making Tags.
- PURPOSE: Aid the staff in producing revenue for the ministry.
- EXTRAS: able to lift, bend, and walk long distances

#### **Greeter/Bagger** *(for individuals)*

- TIME: Anytime M-f 10-5, Sat 9-5, Jeans, T-Shirt or better, Closed-toe shoes
- RESPONSIBILITIES: Assist the Cashier by bagging merchandise
- PURPOSE: Facilitate better customer service
- EXTRAS: Good spot for someone looking to share the gospel and pray with customers/donors

*FIRST STEPS:* Fill out a volunteer application, once approved your information will be sent to the Brandon store and you will be saved on file as a registered volunteer. Once receiving a confirmation call or email, you are able to show up at any time during business hours and get started.

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### **MAINTENANCE (LAKELAND):**

*CONTACT:* Heather Howell 863-687-4076 xt 243

#### **Maintenance Assistant(s)** *(for individuals and pairs, small groups)*

- TIME: 8am-4pm Mon-Fri, dress is work attire associated with maintenance
- RESPONSIBILITIES: Repairs/maintenance associated with painting, HVAC, plumbing, basic maintenance for commercial properties
- PURPOSE: To bring our buildings up to speed with servicing and repairs of trouble areas and possibly some remodeling if the opportunity is available
- EXTRAS: Maintenance, contracting, and/or electrical experience needed.

*FIRST STEPS:* Submit a volunteer application and proof of maintenance experience. Once approved, you will be scheduled to work with our maintenance team through Heather Howell.