Job descriptions for A.J.P. volunteers

**Boutique Assistant:**
- Take empty hangers off racks and hang back in closet with wooden doors.
- Tidy up boutique, organize shoes to look neat again.
- Hang up new items, keep clothes on racks organized by size and items.
- Dust shelves.
- Wipe off mirrored closet doors.
- Sweep (vacuum) and mop floor.
- Clean small bathroom by cleaning toilet, sink, mirrors and floor and taking out trash.

**Donations Collection Associate:**
- Pick up donations from churches, stores, & individuals & deliver to the resource center.
- Collaborate with Boutique Coordinator/Assistant for clothing distribution.
- Coordinate & pickup of food donations.

**Resource Center Admin help:**
- Check volunteer binder for specific ongoing projects.
- Data entry.
- Write thank you notes per guidelines.
- Restock/make copies for resource table supplies, pack into 2 bankers boxes so that they are ready to go for all events.
- Take Outgoing mail to mail box.
- Update supply inventory.
- Sweep outside walkways and patio/knock down spider webs.
- Setup for support group on Friday.
- Social media/marketing.
- Newsletter/communications assistance.
- Prepare literature & materials for table events & fundraisers.

**Resource Table Staff:**
- Attends community events, sets up and breaks down canopy, banner and tables with AJP flyers, cards, info.
- Educates the public and answers questions related to AJP services and H. T. problem in San Diego.
- Interacts with other service providers in a friendly, open way.
- Passes on information gathered during event to Susan afterwards.
- Occasionally sells jewelry from Broken to Beautiful program, handles credit cards, cash appropriately.

**Holiday and Celebration Coordinator:**
- Work with Susan and Rosemary regarding expectations and budget for holiday events, outings and gifts for Grace House.
- Coordinate events and celebrations for residents at Grace House. (Easter, 4th July, Fall, Thanksgiving, Christmas, Valentine’s Day).
- Coordinate the donation/ purchase/ delivery of items for a welcome basket for each new resident and manager, as well as Birthday and Christmas gifts.
- Assist with Support Group gifts for leader and attendees.

**Grace House Associate:**
- Individual mentors.
- Independent Living Skills group facilitators.
- Educational group facilitators.
- Book club leader.
- Music/Art/Crafting leaders, teachers, therapists.
- Transportation Providers (for appointments).
- Respite providers for Resident Manager.
- Tutors.
- Nutritionist
- Beauty or esthetician services to clients.

**Peer Led Support Group Aide:**
- Childcare assistant (Babysitter) during support group
- Provide snacks/meal for clients during support group (drop off a meal before group).