

OUR VOLUNTEERS

Brighten Lives

I am “touched how appreciative participants are” Anacostia/Southeast Office Volunteer

NEW Outreach

With guidance from the Lead Caseworker &/or Program Director

- Contact community organizations &/or attend community events to spread the news about SMGW Services
- Make phone calls
- Hand out flyers about SMGW services in the community

Front Office Coordinators & Subs

Northwest **Anacostia/Southeast** **Northern Virginia**

- Welcome program participants & offer individual attention
- Sort mail
- Answer phones
- Take messages for staff & participants
- Show the *Next Step* Program video to perspective participants
- Help perspective participants complete the *Next Step* Program registration form

Resume Writers

Northwest **Silver Spring**

- Conduct scheduled one-on-one resume writing appointments
- Help participants develop a professional resume & cover letter
- Provide information about the job search and application process
- Summarize the participant’s job history & experience in a clear and readable form

Computer Mentors

Northwest **Northern Virginia** **Silver Spring**

- Requires basic computer skills
- Gives participants instructions on how to navigate the internet
- Help participants conduct online job searches, set up email addresses, etc.

Summer Internships

The Next Step Program ♦ Development and Communications

Current College Students ♦ Recent College & High School Graduates

Considering a life in Social Work? ♦ Want to learn how Community Non-Profits Operate?

For additional information contact: Sy Jones at sjones@samaritanministry.org or (202) 722-2280