



Interfaith Action of Evanston

Volunteer Opportunities

Direct Services

Hospitality Center

Volunteer Coordinator (1 or 2)

- Recruit volunteers
- Coordinate existing volunteers
- Develop volunteer opportunities (see below)

Hospitality Center Volunteers (12 - 15)

- Movie volunteer – select & show weekly movies, make popcorn
- Librarian - collect books and keep bookshelves clean and stocked
- Cleaners (1-2) – monthly
- Computer assistant (4 hours twice each week)
- Personal Item – collect & sort personal hygiene donations
- Greeter – 3 hour shifts, once a week

Warming Center

Coordinator (at least 1 each of 6 centers)

- Recruit & schedule (3-4) volunteers
- Maintain relationship with church hosts

Warming Center Volunteer (3 – 4 per center)

- Greet guests (3 – 4 hours once a week)
- Other activities (?)

Soup Kitchen - 4

Coordinator (1 for each kitchens)

- Organize and recruit teams
- Maintain relationship with church hosts
- Oversee soup kitchen teams in action

Soup Kitchen Team Leader (at least 1 person each team)

- Work with Coordinator to select dates for teams to serve
- Select Menu & organize purchase & preparation of food
- Recruit volunteers to serve & clean up
- Organize & direct team to make, serve & clean up

Emergency Overnight Cold Shelter

Coordinator (1 or 2)

- Recruit and coordinate volunteers
- Notify volunteers when emergency shelter will be open
- Oversee overnight volunteers

Emergency shelter volunteers (10 – 12)

- Set up & take down cots & other equipment
- Greet and assist overnight guests

Member Relation Committees

Communications (4 – 5)

- Manages external communications
- Outreach to local newspapers, faith communities, and supporters
- Manages newsletter, website and Facebook page,
- Meets as needed – often virtually

Membership (5 – 6)

- Strengthens relationships with existing faith community members
- Maintains contact with delegates and volunteers
- Develops strategies to recruit new faith organization members.
- Meets once a month

Meeting Planning (2 - 3)

- Organizes Tri-annual all volunteer meetings
- Selects topics & arranges for speakers
- Chooses venues for the meetings
- Prepares flyer for distribution to volunteers & faith communities
- Works with host community coordinator on meeting logistic
- Meets as needed – often virtually

Interfaith Dialogue (10 – currently full)

- Offers opportunities for IAE members to engage in dialogue
- Focuses on Evanston and surrounding areas
- Meets monthly

Thanksgiving Service (3 – 4)

- Organizes this annual interfaith service.
- Selects the site, speaker, music, refreshments, publicity, and liturgy
- Works with Host community coordinator to prepare venue
- Meets as needed in months before Thanksgiving

Vision Keepers Dinner (3 – 4)

- Organizes the annual February dinner and ceremony
- Arranges for evening volunteers
- Works with member communities to nominate Vision Keepers
- Meets as needed – November - February

Education & Advocacy (Under Development)

If you are interested in becoming more involved in the work of Interfaith Action of Evanston please or contact our Executive Director, Sue Murphy at

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