Sarah’s Circle
Program Support Volunteer
This volunteer position is responsible for supporting Sarah’s Circle staff members during programming and activities in either the Daytime Support Center or Interim Housing programs. The program support volunteers should be willing to complete a variety of tasks to assist in setting up and taking down the program. Additionally, these volunteers should be comfortable engaging with clients in a group setting and offering support during activities. This role provides key programmatic support and directly facilitates the empowerment of women who are facing homelessness or in need of a safe space.

Volunteers are critical to Sarah’s Circle’s operations. Program support volunteers serve the mission of Sarah’s Circle by encouraging women to empower themselves by rebuilding both emotionally and physically, realizing their unique potential. They help expand the resources and services available to the women we serve beyond the limits of the budget. Volunteers also gain a deeper knowledge of the work of the organization and the women served, often becoming our best advocates in the community. Sarah’s Circle volunteers help women rebuild their lives.

Responsibilities include:
- Assist Sarah’s Circle staff during programs
- Assemble materials needed for program
- Assist with setting up before and cleaning up after the program
- Engage with clients in a group setting
- Oversee sign-in sheets to track program attendance
- Foster a positive and professional environment during programming
- Support clients in need of assistance with program activities
- Help maintain an engaging and inclusive atmosphere

Qualification/Skills
- Excellent interpersonal and communication skills
- Organization and logistical skills
- Ability to carry ten pounds
- Ability to multi-task in a fast-paced environment

Requirements
- Attend orientation training session
- Agree to Sarah’s Circle’s Volunteer Guidelines
- Understand and uphold Sarah’s Circle’s Volunteer Policies

Time Commitment: For 3-4 hours weekly. Daytime Center volunteers needed Monday through Friday during business hours. Interim Housing Volunteers needed anytime including evenings and weekends. Minimum 3 months required.