

# We are looking for volunteers to work with our shelter managers with the upkeep of our emergency and specialty shelters and assisting guests with their daily routines.

## Volunteer Opportunity #1: Guest Service Support

### Schedule:

- Morning shift, Monday Thru Sunday, 6:00 a.m. – 10:00 p.m.
- Noon shift, Monday Thru Sunday, 10:00 a.m. – 2:00 p.m.
- Afternoon shift, Monday Thru Sunday, 2:00 p.m. – 6:00 p.m.

### Locations:

- Women's Shelter – [546 Ka'aahi Street, Honolulu, HI 96817](#)
- Men's Shelter – [350 Sumner St., Honolulu, HI 96817](#)

### Volunteer's Role:

- Assist IHS' shelter team and working directly and indirectly with our homeless guests and clients during their stay with us at our emergency shelters where we provide them a safe secure place which creates stability in their lives and a better opportunity to get back on their feet and into permanent housing.
- You will be interacting with the homeless guests staying at our emergency shelters and IHS staff.

### Additional Requests / Commitment:

- We ask that volunteers have an eagerness and compassion to support our staff and guests while they work their way back to permanent house while tackling the challenges they face in their daily lives. This includes helping guests around the shelter, greeting guests or visitors, light office work including data entry, directing requests for assistance either over the phone or in person and directing them to the appropriate area, and general janitorial or custodial work.
- We are a qualified college certification program to sign off on community service hours and practicum hours for students seeking scholarships and graduation requirements.
- Volunteers will be offered adequate training as well as following an experienced staff member so you'll be comfortable in this position. We also require that you respect our policies on handling highly confidential information.
- We ask for a minimum one shift per week for at least a three month commitment.

## Volunteer Opportunity #2: Front Desk Assistant

### Schedule:

- Morning shift, Monday Thru Sunday, 6:00 a.m. – 10:00 p.m.

- Noon shift, Monday Thru Sunday, 10:00 a.m. – 2:00 p.m.
- Afternoon shift, Monday Thru Sunday, 2:00 p.m. – 6:00 p.m.

**Locations:**

- Women's Shelter – [546 Ka'aahi Street, Honolulu, HI 96817](#)
- Men's Shelter – [350 Sumner St., Honolulu, HI 96817](#)

**Volunteer's Role:**

- Assist IHS' shelter team and working directly and indirectly with our homeless guests with managing the main entry point for the shelter, completing the initial paper work required for guests to stay at the shelter, taking and answering inquires either face to face or over the phone from clients or outside parties or directing them to the appropriate area for response.
- You will be interacting with our homeless guests staying at our emergency shelters as well as IHS staff and business partners.

**Additional Requests / Commitment:**

- We ask that volunteers have an eagerness and compassion to support our staff and guests while they work their way back to permanent house while tackling the challenges they face in their daily lives. This includes interacting with guests or visitors, light office work including data input, and directing requests for assistance over the phone or in person and directing them to the appropriate area.
- We are a qualified college certification program to sign off on community service hours and practicum hours for students seeking scholarships and graduation requirements.
- Volunteers will be offered adequate training and shadowing an experienced staff member to become comfortable in this position. We also require that you respect our policies on handling highly confidential information.

## **Volunteer Opportunity #3: Management Office Support**

**Schedule:**

- Morning shift, Mon Thru Sun, 6:00 a.m. – 10:00 p.m.
- Noon shift, Mon Thru Sun, 10:00 a.m. – 2:00 p.m.
- Afternoon shift, Mon Thru Sun, 2:00 p.m. – 6:00 p.m.

**Locations:**

- Women's Shelter – [546 Ka'aahi Street, Honolulu, HI 96817](#)
- Men's Shelter – [350 Sumner St., Honolulu, HI 96817](#)

**Volunteer's Role:**

- Assist IHS' shelter team with back office clerical and office support which will allow the staff to spend more time interacting and supporting our guest needs.

**Additional Requests / Commitment:**

- We ask that volunteers have a desire to support our staff so they can spend more time focused on our homeless guests' needs during their stay with us in one of our emergency shelters. While you may not be working directly with our guests, there is a lot of paperwork that's required to run a shelter.
- We are a qualified college certification program to sign off on community service hours and practicum

hours for students seeking scholarships and graduation requirements.

- We ask for a minimum one shift per week for at least a three month commitment.

## **Volunteer Opportunity #4: Specialty Shelter Support**

### **Schedule:**

- Morning shift, Mon Thru Sun, 6:00 a.m. – 10:00 p.m.
- Noon shift, Mon Thru Sun, 10:00 a.m. – 2:00 p.m.
- Afternoon shift, Mon Thru Sun, 2:00 p.m. – 6:00 p.m.

### **Locations:**

- Tutu Bert I (Medically frail homeless in recovery) in Kalihi
- Tutu Bert II (Medically frail homeless in recovery) in Makiki
- KURH (Kalihi Uka Recovery House, homeless individuals recovering from addiction) in Kalihi
- VET House (homeless veterans transitioning out of homelessness) in Kalihi
- Hale Mauliola (Housing Navigation Service Center) on Sand Island

### **Volunteer's Role:**

- Our specialty shelters are a smaller shelter for a specific sub population of homeless individuals but the needs to support the guests are the same and so this volunteer opportunity is a combination of all three; Guest Services Support, Front Desk Assistant, Management Office Support. You will also be asked to help the guests when case managers are not available.
- You will be interacting with our homeless guests staying at our specialty shelters as well as IHS staff and business partners.

### **Additional Requests / Commitment:**

- We ask that volunteers have an eagerness and compassion to help support our staff and guests back to permanent house while tackling the challenges they face in their daily lives. This may include general janitorial or custodial work, light office work including data entry, greeting guests or visitors, directing requests for assistance over the phone or in person and directing them to the appropriate area.
- We are a qualified college certification program to sign off on community service hours and practicum hours for students seeking scholarships and graduation requirements.
- We ask for a minimum one shift per week for at least a three month commitment.

**To sign-up for this or any volunteer opportunity, click on the volunteer application link to the right.**

*Click on the video to learn how your efforts in our Kokua Corner makes an impact to our guests.*