Volunteer Needs:

1. **Front Office**- answering phones/returning calls, filing, scheduling clients, processing payments, digitizing files, verifying insurance benefits

2. **Back Office**- making copies, organizing resources

3. **Housekeeping**- cleaning, yard work, decorating seasonally

4. **Hospitality**- Intensive Week, Open House, Board Meetings, Booking Joint Benefit Concerts w/Chonda

5. **Technology**- computer and system updates, phones, printers, website updates

BRANCHES
RECOVERING HOPE • RESTORING LIVES

Volunteer Policies:

1. No current/active clients may volunteer.

2. Volunteers must not have been an active client in the past 5 years.

3. No past clients in areas 1 (Front Office) or 5 (Technology).

4. All volunteers must submit a volunteer application and attend training before volunteering.

5. To volunteer in areas 1 or 5, applicant must submit to a background check and sign a confidentiality statement.

6. Initial commitment of 3 months, then re-evaluate benefit for volunteer and for Branches.