

# Volunteer Opportunities



## Christ the King Spiritual Life Center

“Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does, whether he is slave or free.”

Ephesians 6:7-8

Dear Prospective Volunteer:

Thank you for your interest in serving as a Volunteer at Christ the King Spiritual Life Center. We truly rely on and appreciate all those who come to offer their time and skills. This ministry depends on our faithful volunteers to help serve our guests and to keep Christ the King looking its best and fulfilling our call of ministry to all who come here. Many of our staff started out here as volunteers. While there is no promise of a part or full time job now or in the future, volunteering could help pave the way to future employment.

Here are some ideas and areas of need for volunteering your time and talents. Please review the binder for what might appeal to you.

Areas of need are color coded to indicate the level of need. When ever you can give an hour or more of your time, that would be great. We will work with you around what days and times you can be available. Some help is better than no help!!

**RED = High level of need, daily or weekly throughout the year or seasonally.**

**GREEN = Occasional need. Some needs are time-limited and once completed do not need to be addressed again for some time.**

**BLUE = Great opportunity for a small group project. Perfect for a youth group, a church service project, seniors, men's or women's groups to serve.**

For more information on volunteer opportunities please contact, Brenda Reid, CtK Stewardship Manager, (Gifts & Volunteers)  
at (518) 692-9550 X 112 (Monday-Friday 9-5)

We greatly appreciate your desire to serve at Christ the King. (Spring- Summer 2009)

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**Please note: Volunteers may not accept tips or gratuities.**

# Beaver Cross & Youth Ministries Volunteer Reports to: Tina Mitchell

Volunteer Benefits: Service and youth oriented position. A variety of skill and volunteer needs exist. Some needs are summer time specific, and others can be done throughout the year. Volunteers need to be at least 15 years of age and able to do some physical work as needed. Attendance at summer camp orientation may be required for some service positions.

1) Photography/Computer person: Take pictures of the kids during summer camp activities and organize pictures on computer for weekly slide show at each week's closing.

Availability: Weekly flexible hours from 6/29 - 8/28.

2) Artistic Horticulturist/Botanist Skills: Make a self-guided pamphlet for children/adults regarding identification of plants/trees/ flowers/animals that are seen at CtK.

Availability: Can be started anytime and would be nice to have completed by Jan. 1, 2010.

Below are great individual, pairs or small group projects that could be completed in the course of a few days depending on group size.

3) Plantings: Flowers and plants would be lovely around the front of each lodge. This requires a donation of plants as well as someone to do the planting. Also rock clean up and removal from around lodges.

Availability: Plantings SPRING or FALL! Flexible hours.  
Rock Removal – Anytime.

4) Camp Clean Up: Help clean up lodges after all our campers leave. Scrub, vacuum, repair, all that's needed in the lodges. Take down any activity equipment to be stored. Help organize camp storage areas.

Availability: Great group service project anytime from 8/29 – 9/12.

# Healing Ministry & Kings Corner Gift Shop

## Volunteer Needs:

Reports to: Lynn Mumford

Volunteer Benefits: Warm and friendly environment to serve in. Great opportunity for those who enjoy working with the public and making people feel welcome.

Retail store - skill building opportunity.

Volunteers need to be at least 15 years of age. Ability to respect confidentiality is a must.

1) Greeters/Ushers: needed for healing services. Greet people at the door. Ability to put people at ease especially for our first time visitors. Let people know what information is available for them to pick up as they enter chapel. Explain that our sign-in sheet is only for being added to our prayer list and it's optional. Help guests find staff they may be looking for. May also help with taking a head count at the service and may help with collecting the offering.

Availability: Every Tuesday morning 9:45 – 11:00 a.m.

The last Thursday evening of each month

6:45-7:15 p.m.

(May stay for services if volunteer's time permits.)

2) Gift Shop Sales and Merchandise Display. Be available to help our customers in the Kings Corner Gift Shop. Keep store clean & neat. Responsible handling of register and money. Will train the right person.

Availability: Any Weekdays - 11:30 a.m.-3:30 p.m.

Saturday's - 5:30-7:30 p.m.

Projects below are needed once per year and would be also be great for a small group to come and help.

- 2) **Indoor/Outdoor Christmas Decorating:** Assist with assembly of artificial and set up of real Christmas Trees and then decorate them. Trees are located in several locations (Welcome Center, Kings Inn, Bishop's office, Library, etc.) inside and outside on CtK premises. This is a full day project and many hands make light work. Come back later and help us take it all down and pack it up for next year too.

Availability: Outdoor lights and decorating can be done anytime in November (weather permitting).

The week of Thanksgiving....All artificial trees are assembled and "fluffed" The weekend following Thanksgiving is tree decorating (and any other outdoor decorating). This will include the following buildings; The Kings Inn Common Room, Administration Building (Bishop), Trinity Dining Room, & Library. (*Color scheme and decorations will be provided*)

## Hospitality Volunteer Needs:

Reports to: Helene Patterson

Volunteer Benefits: Service and people oriented position. Requires ability to make guests feel welcome and catered to. Hosting/waiter/waitress experience helpful but not required. Will train right person. Gain experience in hospitality industry.

Volunteers need to be at least 15 years of age and able to do some physical work as needed.

- 1) **Greeter:** Welcome guests to Tuesday a.m. Healing Service and mingle at CtK Main Chapel reception area. Make coffee and be sure all related needs are available for welcome reception area. Welcome guests to main dining room, take meal tickets and assist/direct them to what they need.

Availability: Tuesday's, year round, summer – fall our busiest seasons.  
Other days can be scheduled as needed.

2) Table Wait Staff for big events (weddings, conferences, banquets). Help set up tables & chairs & decorating. Serve & clear as needed. We provide full table and buffet service.

Availability: Mostly weekends as needed. Approximately 3-5 hours per event.

3) Groups Greeter: Our overnight guests and groups generally depart and arrive on Friday afternoon and evenings. Be available to greet arriving guests. Show them to their room and explain amenities in Kings Inn, show them where the Dining area and rest rooms are. Help with general questions about where our buildings are located or how to get to the lake etc. Assist with luggage as needed. May also help departing guests with luggage as needed.

Availability: Friday afternoons and evenings. Approximately 2-3 hours.  
Year round, especially Mid September to Mid November.

## Housekeeping Volunteer Needs: Reports to: Darlene Hughes

Volunteer Benefits: Contribute to our guests comfort and well being. Our rooms are clean, cozy and attractive. Help keep them looking this way as a welcome respite for our guests. For those who truly love to serve behind the scenes. Take this opportunity to pray for future guests while re-freshing each room. You will be a real blessing to our staff and guests.

Volunteers need to be at least 15 years of age and able to do some physical work as needed.

1) General guest room cleaning includes:

Vacuuming

Bed Changing

Laundry (sheets & towels)

Wash blankets and bedspreads as scheduled  
Re-supply rooms with amenities (shampoo/soap)  
Re-supply rooms with CtK brochures  
Empty trash

Availability: Can use help year round, summer – fall our busiest seasons. A few hours per week would be most helpful. Flexible schedule also helpful.

Below are great individual, pairs or small group project could be completed in the course of a few days depending on group size.

3) Wash guest room windows inside and out.

Availability: This projects could be done quarterly.

## Kitchen & Dining Area Volunteer Needs:

Reports to: Bill Richter

Volunteer Benefits: This is an area that really makes a hit with our guests. Everyone loves the food and service of our staff. Serve behind the scenes or interact with our guests and learn more about culinary/hospitality services and increase your skills. You will be a great asset to all in the kitchen and to our guests.

Volunteers need to be at least 15 years of age.

1) Dishwasher: no prior experience required. Dishwashers needed 7 days per week. So any day(s) is/are great.

Availability: Can use help May - October  
1-3 hours per day after breakfast, lunch or dinner meals.

2) Prep Food Help: Ability to handle knives & sharp objects safely. It helps to have some basic knowledge of cooking but training available for the right candidate. Great opportunity for anyone interested in culinary arts & hospitality industry.

Availability: Can use help May - October  
1-3 hours per day before meals

3) Server in Dining Room: Buffet style meals. Help elderly or special needs guests carry their food to table. Offer to get any items they may need. Clear dishes from guests table when they are done. Make sure that buffet items are refilled as food is emptied from serving dishes.

Availability: Can use help May – October 1-3 hours per day, before, during and after meals.

4) Dining room Clean – up: Wipe off tables, and vacuum DR area. Restock serving items kept available in the DR. Fill Salt & Pepper shakes, make sure all table condiments are re-supplied.

Availability: Can use help May-October 1-2 hours per day after meals.

### Monthly task for DR

1) Sweep out side patio and tidy up area.

Availability: Come any time when meals are not being served, once per month.

These projects could be done monthly or at least quarterly.  
Individuals, or pairs or small group could also do these tasks

- 1) Wash DR windows inside and out.  
(may require one full day or two half days)
- 2) Wash DR curtains and re-hang them.  
(may require one full day or two half days)

Availability: Anytime when meals are not being served, any day of the week.

## Library Volunteer Needs: Reports to: Lilli Ana Henderson

Volunteer Benefits: Great place for a 'book worm' to hang out!  
Behind the scenes service for an organized person. If you enjoy time-limited projects this could be the place for you. We are in the process of setting up and organizing our Theological library.

Volunteers need to be at least 15 years of age and able to do some physical work as needed.

1) **Library Helper: Assist our librarian in processing, reviewing and sorting all books for the library. Alphabetize and shelve the inventory and help prepare for sale of duplicate books.**

**Availability: A few hours per week until the project is completed.**

## Maintenance Volunteer Needs: Reports to: Kevin Booth

Volunteer Benefits: Help keep the grounds beautiful and our facilities in good working order. Serve both behind the scenes and interact with our guests. Opportunity to learn more about general maintenance and facility management. Share or expand your skills in landscaping, carpentry, painting, plumbing, electrical, mechanics & HVAC. You will be a great asset to all in maintenance and to our guests.

Volunteers need to be at least 15 years of age and able to do physical work and lifting as needed. Experience and knowledge of the areas listed above is helpful.

- 1) **Weeding/Gardening: Need to know the difference between plants and weeds. Some knowledge of how to plant perennials and annuals and vegetables and how to maintain both flower/vegetable gardens is helpful.**
- 2) **Mulching around trees and gardens.**
- 3) **Removing Rocks that are near to buildings**

4) Lay grass seed and spread hay over it.

Availability: Can use help May – October  
A few hours per week would be most helpful.

2) Take Recycling materials to Beverage Center & Fiddler's Elbow Rd. Transfer Station. Tasks: sort glass, plastic and cans to go to Beverage Center. Collect paper and other recyclable materials and take to Transfer station. Christ the King will provide a truck for transporting.

Availability: Once per week. May take 1-2 hours total.

Below are great individual or small group projects that could be completed in the course of a few days depending on group size.

3) Prep & Paint Picnic Tables

Availability: As soon as possible to have ready for summer season. A few hours per day until completed.

5) Sheetrock repair, prime and touch up paint in guest rooms.

Availability: Anytime this summer. Good rainy day project. Need to know how to patch sheetrock, and prep walls and paint.

## Reservations Welcome Center

### Volunteer Needs:

Reports to: Front Desk Staff

Volunteer Benefits: Service and people oriented position. Make CtK guests feel welcome and cared for. Meet interesting people from all over and gain hospitality skills.

Volunteers need to be at least 15 years of age and able to do some lifting of luggage as needed.

1) Guest Greeter: Greet new guests as they arrive and show them to their rooms on the premises. Explain where guest amenities are located in each accommodation and on property. Assist with luggage as needed. In addition may be provide tours of CtK.

Availability: Friday's 3:30-6:00 p.m. Some weekend hours available also. Flexibility helpful.

2) Helper: Make sure heat/air conditioning are on as appropriate in guest rooms. Final check to be sure area's are "guest ready." Make sure all brochures are in each lodging area as needed. Stock brochures in Welcome Center area.

Availability: Tuesday's and Friday's 11:00 a.m. – 1:00 p.m.

Below are great individual, pairs or small group projects that could be completed in the course of a few days depending on group size.

3) Window washer: Wash Welcome Center windows inside and out.

Availability: This project could be done quarterly and could be done in a few hours time with a small group.

## **After School Youth Group Volunteer Needs: Reports to: Tina Mitchell / Lilli Ana Henderson**

**Volunteer Benefits: Opportunity to serve and have fun with youth in a Christ-centered environment. Flexible weekday hours - no weekends. School year schedule, no summer hours. Come one afternoon a week or come for several. We could use a few volunteers for this position.**

**Volunteers need to be at least 15 years of age and really enjoy working with children. (Great opportunity for High School students to fulfill community service requirements.)**

**Responsibilities: Help our primary CtK care-giver staff with after school youth group program for children 5 to 12 years of age. Supervise free play, crafts, outdoor games and doing homework assignments.**

**Availability: Start immediately. Flexible hours. Monday – Friday, from 3-6 p.m.**

**School Holidays: Mon.-Fri. There are occasional full days (8 a.m.-5:30 p.m.) Half-day help would be fine. We could have 2 people split a full day.**