



# WEST DES MOINES HUMAN SERVICES

The ♥ of the Community

## Volunteer Opportunities

### **Clothing Closet**

Accept and sort donations of clothing and household items from the community. Assist clients with selections and maintain the orderliness of the room. Requires lifting of approximately 20 lbs. Morning and afternoon shifts available, Monday through Friday, or from 4:30 pm to 6:30 pm on the second and fourth Tuesday of each month.

### **Food Pantry**

Assist clients with food orders, keep the pantry neat and orderly, stock shelves, and accept food donations. Requires lifting of approximately 20 lbs. Morning and afternoon shifts available, Monday through Friday (excluding Wednesday and Friday afternoons) or from 4:30 pm to 6:30 pm the second and fourth Tuesday of each month.

### **Front Desk/Reception**

Assist receptionist with incoming calls, miscellaneous office work and client check-in. Morning and afternoon shifts available, Monday through Friday (excluding Wednesday and Friday afternoons).

### **ESL Classes**

Assist with English as a Second Language classes on Tuesdays or Thursdays from 10 am to noon. Knowledge of a second language not necessary!

### **Bread Distribution**

Assist with coordination and oversee the distribution of bread and pastry donations from local businesses. Shifts available from 8:45 a.m. to 10:00 am, Monday through Friday.

### **Special Event Volunteer Opportunities:**

#### **Holiday Assistance Volunteers (December)**

- Help low-income clients select gifts for their children through our annual “Toyland” program.
- Assist with distribution of grocery food vouchers.

#### **School Supply Volunteers (August)**

- Accept and sort donations of schools supplies as well as assist with distribution.

If interested in learning more about these volunteer opportunities, please contact Mindy Hotovec at 222-3663 or [Melinda.Hotovec@wdm.iowa.gov](mailto:Melinda.Hotovec@wdm.iowa.gov) or visit our website at [www.wdm.iowa.gov](http://www.wdm.iowa.gov)

**Thank you for supporting West Des Moines Human Services!**