



SEARCH Volunteer Opportunities

Thank you so much for your interest in volunteering with SEARCH Homeless Services. We hope this document provides a helpful overview of the volunteer opportunities available. For more information, please contact Volunteer Coordinator Molly Martin at mmartin@searchhomeless.org. We truly appreciate your investment in a Houston without homelessness!

Volunteer Opportunities at SEARCH's House of Tiny Treasures (HTT)



Please note that regular volunteers at HTT will need to participate in a background check/fingerprinting process with a cost of approximately \$40. Additionally, youth under 18 will need parent or teacher supervision while volunteering to maintain safe, legally required adult: child ratios. To learn more about our pioneering preschool for children experiencing homelessness and intense poverty, visit our [website](#).

Kitchen/Lunch Cart Volunteer

Volunteer role: Volunteers assist in the HTT kitchen by washing dishes, preparing a lunch cart, delivering food to students in the classrooms, and talking with students while they eat. Volunteers will have a unique opportunity to meet and interact with students and serve as enormous support to the HTT staff.

Number of volunteers: 1-2 per day. Ideally, individuals or volunteer teams would commit to service on the same day each week. Our students benefit from the consistency regular volunteer service offers and love developing deeper relationships with our frequent volunteers!

Time: Monday through Friday, 9:15 a.m.-12:00 p.m.

Location: House of Tiny Treasures, located at 2323 Francis. The building is unmarked for safety reasons but surrounded by a noticeable wooden fence. Parking is available on Francis St. and Stuart St.

Art Studio Assistant

Volunteer role: Volunteers help in the HTT art studio, supporting teachers as they collaborate with children on student-led art projects. Volunteers can make a difference by keeping surfaces and materials clean and working with students to implement their creative ideas.

Number of volunteers: 1-2 per day. Ideally, individuals or volunteer teams would commit to service on the same day each week. Our students benefit from the consistency regular volunteer service offers and love developing deeper relationships with our frequent volunteers!

Time: Monday through Friday, 9:30 a.m.-12:00 p.m. or after 3:00 p.m.

Location: House of Tiny Treasures, located at 2323 Francis. The building is unmarked for safety reasons but surrounded by a noticeable wooden fence. Parking is available on Francis St. and Stuart St.

Gardener

Volunteer role: Volunteers assist HTT staff with the upkeep of our sensory garden and landscaping through activities like weeding, watering, etc. Interested volunteers can also work with students to involve them in gardening activities, asking for their help drawing water from the rainwater tank and answering questions about the environment around them.

Number of volunteers: 1-2 per week. Ideally, individuals or volunteer teams would commit to service on the same day each week. Our students benefit from the consistency regular volunteer service offers and love developing deeper relationships with our frequent volunteers!

Time: Monday through Friday, 9:30 a.m.-12:00 p.m. or after 3:00 p.m.

Location: House of Tiny Treasures, located at 2323 Francis. The building is unmarked for safety reasons but surrounded by a noticeable wooden fence. Parking is available on Francis St. and Stuart St.

Teacher's Assistant

Volunteer role: Volunteers provide general support to HTT staff by jumping right in to the activities students have planned for the day! The extra set of hands keeps students engaged and helps the day flow smoothly.

Number of volunteers: 1-2 per day. Ideally, individuals or volunteer teams would commit to service on the same day each week. Our students benefit from the consistency regular volunteer service offers and love developing deeper relationships with our frequent volunteers!

Time: Monday through Friday, 9:30 a.m.-12:00 p.m.

Location: House of Tiny Treasures, located at 2323 Francis. The building is unmarked for safety reasons but surrounded by a noticeable wooden fence. Parking is available on Francis St. and Stuart St.

Naptime Help

Volunteer role: Volunteers help HTT teachers transition students from lunch and get students settled in for their daily naps. They may pat backs, tuck students in, etc. and assist with administrative and classroom upkeep tasks that teachers sometimes tackle during naptime.

Number of volunteers: 1-2 per day. Ideally, individuals or volunteer teams would commit to service on the same day each week. Our students benefit from the consistency regular volunteer service offers and love developing deeper relationships with our frequent volunteers!

Time: Monday through Friday, 12:00 p.m.-2:00 p.m.

Location: House of Tiny Treasures, located at 2323 Francis. The building is unmarked for safety reasons but surrounded by a noticeable wooden fence. Parking is available on Francis St. and Stuart St.

Enriching Entertainer

Volunteer role: Volunteers perform for students and their families during school drop-off and pick-up time. They encourage students to engage in the performance and invite student interaction with their craft and equipment. SEARCH seeks to expose students to a wide variety of communication and art forms (e.g. music, mime, acting, puppeteering, etc.). We'd love to see your talent!

Number of volunteers: 1-2 per day. Ideally, individuals or volunteer teams would commit to service on the same day each week. Our students benefit from the consistency regular volunteer service offers and love developing deeper relationships with our frequent volunteers!

Time: Monday through Friday, 8:30 a.m.-9:30 a.m. and 3:30 p.m.-5:30 p.m.

Location: House of Tiny Treasures, located at 2323 Francis. The building is unmarked for safety reasons but surrounded by a noticeable wooden fence. Parking is available on Francis St. and Stuart St.

In-House Field Trip Facilitator

Volunteer role: Volunteers bring the field trip to HTT! Volunteers can work with outside organizations (e.g. Houston Museum of Natural Science, Houston Zoo, etc.) to bring their mobile outreach education programs to the school or plan educational presentations and stations based on their own expertise. We encourage volunteers to consult with SEARCH staff about students' current curriculum so that in-house field trips directly further students' learning efforts.

Number of volunteers: 1-2 in-house field trips per month. We find this opportunity often works well for professional and corporate groups with a budget (usually \$300-\$500) to put toward the event. Thank you for your generosity!

Time: Wednesday, 9:30 a.m.-12:00 p.m.

Location: House of Tiny Treasures, located at 2323 Francis. The building is unmarked for safety reasons but surrounded by a noticeable wooden fence. Parking is available on Francis St. and Stuart St.



Volunteer Opportunities at SEARCH's Main Building

Administrative Assistant

Volunteer role: SEARCH staff members are responsible for many projects as we strive to prioritize our clients' needs. Volunteers can support this client focus by helping with various administrative tasks like filing and data entry.

Number of volunteers: 1-2 per shift

Time: Monday through Friday, varied shifts as needed between 9:00 a.m. and 5:00 p.m.

Location: SEARCH's main building located at 2015 Congress Ave. Parking is available in the lot directly across the street from SEARCH. You can obtain a day pass from the Welcome Center.

Navigation Ride-Along Volunteer

Volunteer role: Volunteers will accompany our Housing Navigators as they assist clients with the process of obtaining and moving into housing. They will witness the move-in and housing voucher process first-hand, joining clients and Navigators at various housing-related appointments and possibly spending time with clients and Navigators at the clients' new apartment properties. Volunteers in this role also help us adhere to SEARCH transportation policy. It allows our staff to transport clients to appointments and other important obligations but requires that they always do so with another staff person or volunteer present to ensure clients and staff have the support they need and remain safe. This opportunity often works well for volunteers with flexible morning schedules since appointments and move-ins tend to occur with little notice.

Number of volunteers: 1-2 per shift

Time: Monday through Friday, varied shifts as needed between 9:00 a.m. and 5:00 p.m. This opportunity often works well for volunteers with flexible schedules since it is "on call." Housing Navigators' schedules vary based on client needs, and move-ins tend to occur with little notice.

Location: Starting at 2015 Congress Ave. and then traveling to various locations. Parking is available in the lot directly across the street from SEARCH. You can obtain a day pass from the Welcome Center.

Clothing Closet and Food Pantry Assistant

Volunteer role: Volunteers will provide customer service while clients shop for items in our clothing closet and food pantry. They will also organize/sort donated items in our designated sorting space.

Number of volunteers: 1-2 per shift

Time: Tuesday and Thursday, 9:00 a.m.-4:00 p.m. as needed. Shifts generally last 2 hours.

Location: SEARCH's main building located at 2015 Congress Ave. Parking is available in the lot directly across the street from SEARCH. You can obtain a day pass from the Welcome Center.

Remote Volunteer Opportunities



Back-to-School Sponsor

Volunteer role: Volunteers are matched with a SEARCH client and assemble a backpack containing school supplies appropriate to the student's grade level. SEARCH serves students from pre-K to college! Backpack purchase and assembly generally costs \$50-\$75 per student.

Number of volunteers: 50 or more

Time: SEARCH recruits sponsors in June and July. Backpack drop-off occurs from late July to mid-August. Drop-off is open Monday through Friday between 8:00 a.m. and 4:00 p.m.

Location: Drop-off at SEARCH's main building located at 2015 Congress Ave.

Holiday Wish List Sponsor

Volunteer role: Volunteers are matched with a SEARCH client and his or her holiday wish list of three items. As our neighbors often struggle to meet their daily needs, volunteers who purchase wish list items play a crucial part in making holiday cheer available to all!

Number of volunteers: 50 or more

Time: SEARCH recruits sponsors in October. Wish list item drop-off occurs throughout November and in early December. Drop-off is open Monday through Friday between 8:00 a.m. and 4:00 p.m.

Location: Drop-off at SEARCH's main building located at 2015 Congress Ave. or SEARCH's House of Tiny Treasures located at 2323 Francis. House of Tiny Treasures is unmarked for safety reasons but surrounded by a noticeable wooden fence.

Snack Pack Preparer

Volunteer role: Our Mobile Outreach team members distribute snack packs as they meet individuals who are experiencing homelessness. Our case managers also distribute them. Easy-open protein items provide a great food source for our clients.

Volunteers consult the list below and choose three or more of the items to package in Ziploc bags. Clients often find it most helpful when snack packs contain a mix of no-chew (e.g. applesauce, pudding) and chewy items to accommodate all levels of dental health.

- Bumble Bee Snacks on the Run (tuna, chicken salad, ham, etc.)
- Vienna sausage
- GoGo Squeeze fruit pouches
- Pudding packs
- Planters mixed snack pouches/trail mix
- Fruit cups or applesauce cups
- Peanut butter or cheese cracker packs
- Dried fruit crisps packets
- Raisin snack boxes

- Granola bars (crunchier varieties rather than chewy, please!)
- Jiff to Go/Nutella to Go
- Sunflower seeds
- Non-chocolate protein bars (chocolate melts!)

Feel free to write an encouraging note for clients who will receive snack packs! Please don't include dates, contact information, last names, or seasonal information such as references to holidays.

Number of volunteers: Open. SEARCH benefits when volunteers can commit to preparing 30-50 snack packs and when volunteers call Molly Martin, Volunteer Coordinator, at (713) 276-3063 to let her know to expect a snack pack donation. This opportunity often works well for larger groups!

Time: Snack pack drop-off is open Monday through Friday between 8:00 a.m. and 4:00 p.m.

Location: Drop-off at SEARCH's main building located at 2015 Congress Ave.

Survival Kit Assembler

Volunteer role: People who are experiencing homelessness confront intense daily challenges. As an alternative to a monetary donation, you can further SEARCH's mission by assembling a "survival kit" with helpful items and information for people living on the streets. You can keep these kits in your car and make a difference by distributing them when you encounter neighbors in need.

You can create survival kits by placing some or all of the following items in a Ziploc bag:

- Bottled water
- Kleenex
- Toothbrush
- Toothpaste
- Comb
- Lip balm
- Socks
- Rain poncho
- Resource Guide (Fold and include one per bag): <http://www.homelesshouston.org/wp-content/uploads/2018/01/Street-Guide-011618.pdf>

Number of volunteers: Open. This opportunity often works well for larger groups!

Time: You can distribute the survival kits on your own or drop them at SEARCH for staff to distribute. Survival kit drop-off is open Monday through Friday between 8:00 a.m. and 4:00 p.m.

Location: Drop-off at SEARCH's main building located at 2015 Congress Ave.

In-Kind Drive Sponsor

Volunteer role: SEARCH clients consistently report certain needs that volunteers can help us meet by organizing in-kind donation drives at their schools, workplaces, extracurricular groups, places of worship, etc. Client needs vary depending on the kinds of services they are receiving from SEARCH. Volunteers are invited to collect any and all of the following items. Thank you for considering a donation to SEARCH!

House of Tiny Treasures In-Kind Drive:

- Diapers (sizes 5 – 6)
- Baby wipes
- Swim diapers (sizes 5 – 6)
- Hand sanitizer
- Laundry detergent
- Band-aids
- Antiseptic (first aid) wipes
- Insect repellent
- Travel-size toothpaste
- Child-size toothbrushes

Essential Items In-Kind Drive:

- Household cleaning supplies
- Toilet paper
- Laundry detergent
- Socks
- Men's underwear (boxers)
- Men's shoes (casual or tennis)
- Feminine products
- Plus-size/big and tall casual clothing (polo-style shirts, jeans, khaki pants)
- Kleenex
- Hand sanitizer
- Paper towels
- Garbage bags
- First aid kits
- Bibles and/or sacred texts
- Food (oatmeal, heart healthy canned vegetables, chili, tuna)
- Instant coffee
- Bottled water

In-Kind Drive for Clients Transitioning to Housing:

- TVs
- Radios
- Lamps
- Small end tables

- Rugs
- Griddles/electric skillets
- Coffee machines
- Coasters
- Blankets/throws
- Picture frames
- Crockpots
- Small storage items
- Decorative vases

Number of volunteers: Open. This opportunity often works well for larger groups!

Time: Item drop-off is Monday through Friday between 8:00 a.m. and 4:00 p.m.

Location: Drop-off at SEARCH's main building located at 2015 Congress Ave.

Holiday Stocking Assembler

Volunteer role: Host a holiday stocking drive with your family, friends, or community to benefit SEARCH clients. These gifts will bring joy and help to meet some basic needs during the holiday season.

We recommend that volunteers stuff stockings with a \$10 gift card to a grocery store like Kroger, Fiesta, or Walmart or to a dollar store. Additional items volunteers may want to add to stockings include socks, gloves, hats, scarves, encouraging books, and pre-packaged holiday treats (no homemade, please).

Number of volunteers: Open. This opportunity often works well for larger groups!

Time: Early November through early December

Location: Drop-off at SEARCH's main building located at 2015 Congress Ave.

Fundraising Event Host

Volunteer role: Host a fundraiser benefitting SEARCH and/or HTT. Suggestions include but are not limited to golf tournaments, softball games, donation-based yoga classes, and movie nights.

Number of volunteers: Open

Time: As scheduled

Location: Open. SEARCH staff would love to attend your event, and please let us know how we can assist with organization!

Thanks again for exploring volunteer opportunities at SEARCH! We invite all potential volunteers to connect with SEARCH and one another through our Volunteer Teams (women's auxiliary group [PowerUp for HTT](#), [Young Professionals' Group](#), and [Council of Congregations](#)).