

# Overview

Our volunteer opportunities are broken down into three levels. Each level is based on the time commitment involved and application requirements. New volunteers are encouraged to choose opportunities that will realistically fit into their schedules.

Once you have chosen an area you would like to get involved in, City on a Hill will send you an application. After you mail it back to us, we will contact you about getting plugged into the ministry.

# Questions?

If you have any questions please contact City on a Hill's Volunteer Coordinator:

Kiersten Caine  
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414.931.6670



# Volunteer Central



Save the **Children.**  
Reach the **Parents.**  
Change the **City.**

# Welcome!

Thank you for your interest in volunteering at City on a Hill! We are excited about your willingness to become involved with our ministry. We believe God desires to use your gifts and talents at City on a Hill to help meet the needs of residents in our community.



  
CITY ON A HILL  
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**Outreach Events:** Events happen periodically throughout the year and aim to bring families together. We need volunteers to aid in various hands-on services like children's ministry, security, and food service. Leadership positions are open to individuals who are consistent in events and wish to get more involved.

**Health Clinic:** Our clinic, staffed with more than 80 volunteers, reaches over 300 people each month. We aim to treat people holistically - addressing physical, emotional and spiritual needs. We offer doctor visits for uninsured/underinsured visitors. We need volunteers to help serve hot meals, distribute groceries and hygiene items, and register and assist guests.

**Office/Clerical Support/ Data Entry:** City on a Hill is a growing urban ministry and we are always in need of volunteers who enjoy paper work! Projects range from mailings and data entry to collating and other general office tasks.

**Organizing:** As our ministry expands resources and supplies need to be organized. Projects involve sorting supply closets, donation rooms, camping equipment and more.

**Promotion:** Help us design promotional materials to publicize our programs. Skills in writing, marketing and/or graphic design are needed.

**Photography:** We need help capturing quality photos at events and programs for the purpose of promotion and marketing. Please bring your own equipment, if possible

**Technology Services:** We are looking for assistance maintaining and updating technology equipment and inspecting donated equipment.

**Food Service:** Each Tuesday evening we provide a nutritious meal to children involved in our Children's Program (75-115 meals per week). We are looking for experienced volunteers to help prepare, serve and clean up meals. The Health Clinic (above) also offers opportunity to serve in this capacity.

**Maintenance & Facilities:** 150,000 square feet of space can be challenging for our facility crew to maintain. We are looking for volunteers to help with electrical, plumbing, equipment repair, painting, lawn and garden care, custodial and other cleaning projects.

# Volunteer Opportunities

		FLEXIBLE SCHEDULE	CHILDREN'S MINISTRY	1 YEAR COMMITMENT	GREAT FAMILY OPPORTUNITY	EXPERIENCE REQUIRED	GREAT 1ST TIME OPPORTUNITY	BEHIND THE SCENES	VOLUNTEER FROM HOME
LEVEL 1	OUTREACH EVENTS		•		•		•		
	HEALTH CLINIC				•		•		
	OFFICE/CLERICAL SUPPORT/ DATA ENTRY	•					•	•	
	ORGANIZING	•			•		•	•	
	PROMOTION: Marketing/Graphic Design/ Photography	•				•		•	•
	TECHNOLOGY SERVICES	•				•		•	
	FOOD SERVICE					•	•	•	
LEVEL 2	MAINTAINANCE & FACILITY					•	•	•	
	YOUTH CENTER						•		
LEVEL 3	RECEPTIONIST					•			
	YOUTH MENTORING PROGRAM	•	•	•					
	TRANSPORTATION		•	•					
	JAM: Children's Program		•	•					
	TUESDAY NIGHT YOUTH GROUP			•					

**Youth Center:** Our Youth Center provides a safe place for youth to hang out after school to participate in creative art classes, life skills workshops, computer lab and tutoring help, crime prevention training and recreational activities. Volunteers are needed to oversee and assist in Classes and build relationships with the students.

**Receptionist:** As the first person visitors see when they come to City on a Hill, we're looking for friendly volunteers to help answer phones, greet and direct visitors and do light clerical projects. This need is not consistent so volunteers who don't mind being on-call are very helpful.



**Youth Mentoring Program:** Middle and high school can be a significant time in the lives of young people, as they make choices that significantly impact their future. The goal of the mentoring program is to help youth make wise, godly decisions and encourage them to be people of faith. To encourage natural relationships you must be involved in weekly programming for at least 6 months before becoming a mentor.

**Transportation:** You will be responsible to transport children to and from programming on a weekly basis.

**JAM:** Children's Ministry is a high priority for City on a Hill. JAM (Jesus and Me) provides weekly Christian education, Bible study and recreational activities for children ages 3 to 12. Committed teachers and mentors are needed.

**Tuesday Night Youth Group:** Every Tuesday night youth come together to build community and grow in faith. We use teaching and small groups to inspire youth deepen their relationship with God and others. We need small group leaders!