Since 1975, People’s Resource Center (PRC) has been bringing neighbors together to respond to hunger and poverty in DuPage County. With a team of over 2,400 volunteers, we offer nutritious food and other basic necessities like clothes and rent assistance for people facing tough times. We connect people with resources – education and tutoring, jobs, technology, art, a caring community – to create a future of hope and opportunity for all.

Join Us!
Apply to volunteer at
www.peoplesrc.org

To learn more, contact the Volunteer Coordinator:
volunteers@peoplesrc.org
Tel: 630-384-1347 / Fax: 630-690-6606
Volunteer opportunities exist at our Wheaton and Westmont locations and at partner sites throughout DuPage County.

FOOD PANTRY WORKER
Duties: Sort food, stock shelves, assist shoppers, and load groceries
Where: Wheaton and Westmont
For ages: 13+ (8-12 with a parent or guardian)

FOOD RESCUE DRIVER
Duties: Pick up donations from local retailers and deliver them to one of our Food Pantries
For ages: 18+ (8-17 with a parent or guardian)
Requirements: Valid IL driver’s license

PARKING LOT ATTENDANT
Duties: Manage traffic flow, greet guests, and load groceries into vehicles
Where: Wheaton and Westmont
For ages: 18+

CLOTHES CLOSET WORKER
Duties: Sort and organize clothing; assist shoppers
Where: Wheaton and Westmont
For ages: 13+ (8-12 with a parent or guardian)

INTAKE ASSISTANT
Duties: Greet clients and conduct intake using computer system (training provided)
Where: Wheaton and Westmont
For ages: 18+
Requirements: 6-month commitment; computer literate

SPECIALIZED INTAKE ASSISTANT
Duties: Screen clients for financial assistance, assist them in accessing government benefits, and connect them to resources (training provided)
Where: Wheaton and Westmont
For ages: 18+
Requirements: 6-month commitment; computer literate

OFFICE ASSISTANT
Duties: Data entry, filing, mailing, projects, and other clerical duties (training provided)
Where: Wheaton and Westmont
For ages: 18+

COMPUTER REFURBISHING TECHNICIAN
Duties: Refurbish and repair Windows PCs
Where: Wheaton
For ages: 18+
Requirements: Must have experience repairing Windows software and replacing PC hardware

COMPUTER SERVICE REPRESENTATIVE
Duties: Provide direct customer support to clients in an open computer lab; provide administrative support to computer training program (training provided)
Where: Wheaton, Westmont
For ages: 18+
Requirements: 1-year weekly commitment; desire to teach adult learners

COMPUTER TRAINING INSTRUCTOR
Duties: Teach Microsoft Office computer skills in a classroom setting (training provided)
Where: Wheaton, Westmont, and partner sites
For ages: 18+
Requirements: Commitment level dependent on class; familiarity with medium being taught

ART INSTRUCTOR
Duties: Teach art to groups of adults and families
Where: Wheaton and Westmont
For ages: 18+
Requirements: Commitment level dependent on class; familiarity with medium being taught

CHILDREN’S ART INSTRUCTOR
Duties: Teach art in a group setting for children
Where: Partner sites
For ages: 18+
Requirements: 6-month weekly commitment; experience working with children; art experience not required

CHILDREN’S ART ASSISTANT
Duties: Assist Children’s Art Instructor
Where: Partner sites
For ages: 18+
Requirements: 6-month weekly commitment; must enjoy interacting with children in a group setting

Visit www.peoplesrc.org and submit your volunteer application today!

JOB COACH
Duties: Assist clients with resumes, career coaching, interview skills, and job searches (training provided)
Where: Wheaton and Westmont
For ages: 18+
Requirements: 6-month weekly commitment; history of successful employment (background in human resources or management preferred); computer literate

TUTOR
Duties: Tutor adults individually or in small groups in English, citizenship, and basic academics (training provided)
Where: Wheaton, Westmont, and partner sites
For ages: 18+
Requirements: 1-year weekly commitment; desire to teach adult learners

7/2017