



# Midway Center Support Volunteer Opportunity

**Position:** Support Volunteer

**Department:** Support

**Location:** Midway Center 3843 w. 63<sup>rd</sup> St. Chicago IL 60629

**General Description:** Volunteer Team members work with Midway Support Staff at the front desk and office data entry.

**Time Commitment:** **Until the end of the school year and through the summer.** Must be able to keep a consistent schedule and commit to at least two to four days every two weeks

Hours of operation:

Tuesday through Thursday: 3:30pm-6pm.

## **DUTIES/RESPONSIBILITIES:**

- Greet all clients and have them sign in
- Answer front desk main line and route calls to the proper department
- Assist with the data entry of our off-site storage items. Logging items utilizing Excel
- Assists in directing traffic during our peak times
- Assist in collecting student attendance
- Ensure youth sign in/out daily
- Assist in maintaining a supply of inventory
- Assists in any projects with data entry that are internal logs for support staff
- Work collaboratively with other program staff

- Login and out service hours in volgistics to track for grant purposes

## **QUALIFICATIONS:**

- Must be at least 16 years of age
- Able to work as part of a volunteer team
- Flexibility and ability to adapt to a fast-paced environment
- Positive attitude
- Able to keep to a consistent schedule
- Basic computer skills are not required but are helpful
- Completion of background check if 18 or older

[MFS General Volunteer Application](#)





## Teen Reach Support Volunteer Opportunity

**Position:** Teen Reach Out-Of-School Time Activity Support

**Department:** Community Schools

**Location:** Midway Center 3843 w. 63<sup>rd</sup> St. Chicago IL 60629

**General Description:** Volunteer Team members work with Midway Staff to support students in activities outside school hours

**Time Commitment:** Program runs October thru- June but **we ask for at least a commitment of full season** (Fall, Winter, Spring or Summer) Must be able to keep a consistent schedule and have availability.

Hours of operation:

Monday to Friday: 3:30pm-5:30pm and some Saturday mornings.

Note: Volunteers are asked to commit to **at least one day to consistently join us.**

### DUTIES/RESPONSIBILITIES:

- Plan and lead one or several activities during out-of-school time program.
- Provide a safe, secure, and engaging environment for youth.
- Assist in collecting student attendance.
- Ensure youth sign in/out on a daily basis.
- Help distribute snacks prior to program start.
- Assist in maintaining a supply inventory.
- Attend leadership meetings.
- Chaperone field trips.
- Provide feedback to TR Coordinator/Supervisor on participant and activity progress.

- Work collaboratively with other program staff

### QUALIFICATIONS:

- Must be at least 18 years of age
- Able to work as part of a volunteer team
- Flexibility and ability to adapt to a fast-paced environment
- Positive attitude
- Able to keep to a consistent schedule
- Basic computer skills are not required but are helpful

[MFS General Volunteer Application](#)



Background Check Required



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family services

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## VOLUNTEER POSITION DESCRIPTION

### *Chicago Early Learning Programs*

**Volunteer Position:**  
Early Learning Volunteer

**Purpose of Position:**  
To provide classroom coverage at various times throughout the day, under the supervision of MFS employees. Volunteer activities include assisting during meal times, reading/outdoor/play activities, transitions, and providing supervision during nap-time.

**Orientation:**  
Will be provided by MFS Early Learning Staff.

**Time Commitment:**  
Available time frames throughout the week 8:00 a.m. through 4:00 p.m.

**Required Trainings:**  
Mandated Reporter, Food Handler, Active Supervision and other trainings as needed.

### LOCATIONS:

**Midway Children's Center**  
3215 W. 63rd St. 60629  
Ages 2-5 Operates All Year

**North Children's Center**  
3255 N. Central Ave. 60634  
Ages 2-5 Operates All Year

**Learning and Wellness Center**  
5338 S. Loomis Blvd. 60609  
Ages 0-5 Operates All Year

**Program Background Clearance:**  
Standard clearance includes DCFS, CPS, and Federal background checks.  
A current health physical is also required.

