



# **Volunteer Opportunities Catalog**

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# Welcome!

On behalf of the board of directors and staff, we thank you for taking the time to learn about Care Net of Puget Sound and the many volunteer opportunities we have available.

Each volunteer contributes directly to Care Net of Puget Sound's mission, growth and success. We hope you will consider becoming a member of our team by donating your time or resources and partnering with us in upholding the sanctity of life.

Care Net of Puget Sound is a 501.c.3 non-profit religious organization. The mission of Care Net of Puget Sound is to bring compassionate help and hope to women, men and teens facing unexpected pregnancies; to equip mothers and fathers to parent well; to encourage saving sexual expression for marriage as a positive lifestyle; to provide opportunities for healing and restoration to those who have been hurt by abortion; and to present the gospel of Jesus Christ.

This guide was developed to list the many ways we connect in our community and how volunteers offer their time and find how God is calling them to ministry work. It will also provide you information on how to apply to volunteer, what is involved in the training, and what the time commitment might look like.

We are excited that you are exploring options for ministry with us. We are praying for you as you discover how you might serve the Lord through Care Net of Puget Sound.

Thank you again for your interest in serving God alongside us as we show His love to the born and the unborn alike.

Sincerely,

A handwritten signature in cursive script that reads "Kim Triller".

Executive Director

Care Net of Puget Sound

# Pregnancy Center Volunteer Positions

## Direct Client Care



### Receptionist

The receptionist answers the center's main phone line, handles initial client contact, coordinates appointments and scheduling, and performs general administrative duties. The receptionist ensures that the center volunteers and staff have resources available to effectively serve clients.

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### Client Advocate

The client advocate meets with women who come to the pregnancy center to learn about a potential pregnancy. They conduct an intake and provide options education. They are responsible for the education, emotional support, and assistance of pregnancy test clients.

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### Parenting Mentor

Parenting mentors support parenting clients (women, men, and families) with training and resources that enable them to be the best parent they can be. Parenting mentors provide resources that help parents develop nurturing relationships, healthy starts, effective education, and character development.

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### Men's Advisor

The men's advisor meets with the father of the baby or the man stepping up to provide support for the birth mother, addressing his concerns and needs during the decision-making process for the pregnancy and beyond. The advisor provides support, education, discipleship, and assistance through one-on-one conversations or through facilitating men's groups.

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### Nurse Sonographer/RDMS

Assists the client with medical clinic services providing ultrasound scans to confirm the pregnancy, continuing options education, and referring to ongoing prenatal care and maternity case management. Training is available to RN's who are trained client advocates and are volunteers in good standing at the center.

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### Medical Professional

Physicians, physician assistants(PAs), and nurse practitioners (NPs) provide medical consultations, referrals, and staffing for the STD Clinic.

**Time Commitment:** 1-4 hour shift weekly, bi-weekly, monthly

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### Childbirth Educator

Volunteer Certified Childbirth Educators (CCE) provide childbirth education classes for clients who are preparing for their birthing experience. RNs are preferred. However, if not an RN, the CCE will be joined by an RN to provide medical consultation for clients as needed.

**Time Commitment:** 1-4-hour shift per week when classes are scheduled

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As scheduled

## Training Requirement for all Volunteers in Direct Client Care

- Medical professionals only (physicians, PAs, NPs) are only required to attend Care Net 101. They may voluntarily choose to attend the volunteer training seminar. In-center orientation is completed by the nurse manager or a staff nurse. They must also complete the online evangelism training.
- Others in direct client care: Complete the Volunteer Training - 32 hours of classroom training.
  - Abbreviated training for men serving as advisors or parenting mentors - 24 hours of classroom training

- Complete AACC Pregnancy Coach Training Requirements (online course)
- Complete Center OJT (on-the-job training) schedule
- Attend 4 volunteer workshops per year to meet continuing education goals.

## After-Hours Direct Client Care



### Helpline Volunteer

Manage incoming client communications (website inquiries, phone calls, texts) when centers are closed for the night or over the weekend/holidays. Volunteer serves from her home and has calls transferred to her cell phone. Shifts are typically 5pm to 9am the next business day. Weekend shifts are from 5pm on Friday until 9am on Monday. Volunteers do not need to stay awake all night.

### Training Requirement

- Complete the Volunteer Training (32 hours of classroom training)
- Complete AACC Pregnancy Coach Training Requirements (online course)
- Completes an abbreviated center OJT (on the job training) schedule before training with helpline director.
- Attends quarterly Helpline team meetings to meet continuing education goals.

## Center Support Positions



### Donations Manager

Assists the center's staff with the oversight of incoming donations and the center's boutique. Manager inspects furnishings/furniture for distribution.



### Donations Sorter

Sorts through and prepares incoming donations for clients receiving material support services through the center's boutique.



### Data Entry Volunteer

A volunteer gifted in data-entry skills ensures accurate input of client records into the electronic database.

As needed



### Facilities Volunteer

Helps with the maintenance and upkeep of the center.

### Training Requirements

- Care Net 101 Introductory Seminar
- In-center training with center staff
- Attend 4 volunteer workshops per year to meet continuing education goals.

# Mobile Unit

## Direct Client Care



### Medical Professional

Physicians, PAs, NPs, and RNs assisting clients with necessary medical services (medical consultations, physical exams, ultrasound and STD testing/screening).

#### Training Requirement:

- Attend Care Net 101 Introductory Seminar
- Evangelistic training (online)
- On-the-job Introductory training with staff of shift



### Client Advocate

Meets with women who come to the mobile unit about a potential pregnancy or STD screening. They conduct the intake and provide options education. They are responsible for the education, emotional support, and assistance of the mobile unit clients.



### Men's Advisor

Driver completes volunteer training and meets with men who might come to the mobile unit with their partners to offer advocacy, support, and discipleship.

#### Training Requirement:

- Complete the Volunteer Training seminar - 32 hours classroom of training.
  - Abbreviated training for men serving as advisors or parenting mentors - 24 hours of classroom training.
- Complete AACC Pregnancy Coach Training Requirements (online course)
- On-the-job training on mobile unit
- Attend 4 volunteer workshops per year to meet continuing education goals.

## Mobile Support

### Driver



Transports mobile unit to service location and back to storage. Completes rig check and ensures proper set up of mobile for daily operations. May assist with restocking the mobile with needed supplies. Provides security during operational hours.

Must be available during daytime workweek hours. If there are more drivers on schedule, the time commitment can change to bi-weekly or monthly.

Event-driven.  
Saturday  
or Sunday



### Special Events Driver

Transports mobile unit to weekend events at area churches and community events. Completes rig check at mobile pick up. Transports mobile to assigned event and returns it to storage.

**Training Requirement:** Driver application and background check. Attend Care Net 101 Introductory Seminar. Train with lead driver

**Time Commitment for all mobile volunteers:** 1-5-hour shift per week. If there are more advocates/medical professionals on the schedule, the time commitment can change to bi-weekly or monthly.

# Community Education

## Smart Programs

### Smart Speaker

Smart Program speakers give educational presentations to teens or adults in schools, churches, or community groups.

#### Speaker Requirements:

- Volunteer speakers must be available during school days and hours.
- Speakers must provide own vehicle to travel to presentation locations.
- Speakers must be able to walk long distances and stand for periods of time.
- Speakers must be able to speak to diverse groups without giving personal opinions about faith, abortion, homosexuality, gender, etc.



#### Time Commitment: Flexible

- Roughly 2 hours a month/22+ hours over one year. Speakers are asked to give at least 10 presentations during a school year (1 hour plus travel time for each) and attend one 2–4-hour annual training.
- Speakers set their own schedules based on their availability.
- Speakers can choose locations closest to them, but close locations are not guaranteed so travel time may be more than 30 minutes.

#### Training Requirements:

- Attend Care Net 101 Introductory Seminar.
- View 2 on-location presentations.
- Learn a selected presentation. (All materials are provided.)
- Give a practice presentation to a Smart staff member.
- Give a supervised on-location presentation.

## Parenting Seminars

### Purposeful Parenting Teaching Leader

Leads Purposeful Parenting seminars attended by clients, families from local churches and community members.

**Time Commitment:** Able to co-teach 2-4 seminars a year. Seminars are 4.5 hours long.



#### Training Requirement:

- Care Net 101 Introductory Seminar
- Required reading: *Real Simple Parenting: 3 Simple Steps to Invest in your Child's Character Bank*
- Observe seminar, learn presentation, present to Parenting Director.
- Attend annual Purposeful Parenting meeting.
- Attend gospel workshop.

# Healing Tide: Abortion Recovery

Most Healing Tide leaders are post-abortive and move into a group leader role after going through the program themselves. Being post-abortive is not a requirement of all group leaders. If a group leader is not post-abortive, he/she must be paired with a leader who is.



## Group Leader

Leads the Healing Tide group in cooperation with the co-leader and facilitates discussion of the Bible study utilized in a weekly group or weekend retreat.

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## Co-Leader

Facilitator-in-training who observes, learns from, and assists the group facilitator through the weekly group or weekend retreat.

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## Group Support

Supports a Healing Tide group participant by listening, encouraging, and praying for the participant on a consistent basis.

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## Participant/Trainee

Observes group dynamics, and learns from the leader and co-leader as the first step in training for Healing Tide leadership. No commitment is made by either the volunteer or Care Net until after the group has ended, at which time both parties will evaluate whether to continue the training process.

## Training Requirement:

- Attends Care Net 101 Introductory Seminar.
- Completes required self-study course (online).
- Attends leader training with director.
- Begins as a participant/trainee and becomes a co-leader of a group before being selected as a group leader.
- Attends annual Healing Tide team meeting to meet continuing education credits.

# Men's Programs

## Impact Events



### Impact Event Teaching Leader

Leads impact events attended by male clients and men from local area churches.

**Time Commitment:** Able to lead two 8-hour Saturday seminars per year.

### Training Requirement:

- Care Net 101 Introductory Seminar
- Observe impact event, learn presentation, present to Men's Programs coordinator



### Impact Event Coordinator

Plans impact events for the Men's Programs coordinator. Works with the host church and recruits volunteers and provides what the church may not be able to supply.

Facilitates volunteers for set-up, take-down and clean-up of the event space; directs caterers on Saturday morning breakfasts and lunches; coordinates volunteers to provide beverage and meals. Coordinator will recruit, train, and thank volunteers who have helped to make the event a success, to include volunteers provided by the host church.

1-2 Saturday  
eight-hour  
seminars  
per year



### Impact Event Support Volunteer

Supports volunteers during impact events. Facilitates helpers assisting with set-up, clean-up, and take-down at event location. Assists hospitality/caterers who provide meals (breakfast and lunch) and beverage service for the event.

### Training Required:

- Care Net 101 Introductory Seminar
- On-the-job training with Men's Programs coordinator or event coordinator

## Men's Interest Groups

### Interest Group Leader

Varies



Organizes and establishes an activity hosted by men's group in his home church that is available to provide ongoing discipleship to male clients of the center. The activity can be anything that guys like to do (e.g., golf, sports, fishing, motorcycles, car club, cooking, barbecue, etc.). The interest group attends the impact event and promotes their activity to the Care Net clients attending. As the client gets involved, the group leader ensures ongoing discipleship for the client.

# Behind-the-Scenes Support

## Spiritual Support

### Prayer Coordinator

As needed



Communicates prayer requests and prayer focus reports via email prayer chains.

#### Training Requirement:

- Care Net 101 Introductory Seminar
  - Training on email system and prayer chain
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### Prayer Partner

The foundation of Care Net of Puget Sound's ministry is prayer. Join us in prayer to combat the spiritual forces seeking to hinder women and men as they make critical decisions, heal from past abortions, and learn how to make healthier choices. Prayer is also needed for the "workers of the harvest."

There are four options for specific prayer involvement. You may choose one or any combination of the following:

As the Lord leads



1. Monthly email prayer newsletters provide general praises and prayer requests.
2. Center email prayer requests. You will receive 6+ emails per month.
3. Cell phone text notifications for immediate prayer needs for clients at one of our centers, who appears to be very abortion-minded. Our "NOT THIS ONE" text message provides no details but is a request for God to spare that unborn child.
4. Join your local center for their monthly day of intercessory prayer and/or commit to praying for a particular steering committee or special event.

Apply online by visiting [carenetsps.org/prayer-partner](http://carenetsps.org/prayer-partner).

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### Church Liaison

Church liaisons serve as the key communication link between Care Net of Puget Sound and their church family and pastors by making Care Net news and needs known through church bulletin announcements and more.

Quarterly newsletters are emailed to our liaisons informing them of volunteer opportunities, baby bottle campaigns and upcoming events that may be of interest to their church body.

Event-driven



A church liaison could also serve as an important link for a member of the church who needs help or knows of someone who needs help during a crisis pregnancy or healing from a past abortion experience.

Apply online by visiting [carenetsps.org/church-liaisons](http://carenetsps.org/church-liaisons).

2-year commitment (preferred) and as your church family participates in events

#### Training Required:

- Care Net 101 Introductory Seminar
  - Special instruction by Development Coordinator.
-

# Office Support

## IT Volunteer

As needed



Assists with the computer operations of Care Net of Puget Sound serving on the IT committee and/or providing support to their community center. Skills in computer hardware, software, networking, security are needed. IT volunteers might also help at special events or community presentations.

### Training Required

- Care Net 101 Introductory Seminar
  - Interview by IT team members to discover skills and determine role on the team
  - Team meetings for planning and coordinating
- 

## Administrative Volunteer

As needed



Administrative volunteers help at the Tacoma administrative office in a variety of roles. Some available jobs include:

- **Center Orders/Copy Work:** Make copies and file center form orders.
- **Manual Assembly:** Assists with the production and assembly of ministry manuals.
- **Mailings:** Assists with receipt mailings and thank you note mailings.
- **Database Maintenance:** Assists with certain database updates.
- **Hospitality:** Assists with food and beverage service for volunteer trainings and staff meetings.
- **Delivery Driver:** Assists with delivery of center orders, items to and from storage, delivery of donations between centers or to other organizations.

# Facilities

## Maintenance

Depending on your availability



Works on a variety of “handyman” projects as they arise. They might also help with specific projects such as painting, flooring, moving, refinishing. Volunteers who serve as electricians and plumbers must be licensed and bonded, and must provide their information to the finance office for required vendor files.

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Depending on your availability



## Cleaning

Assists the center in keeping the facility cleaned (dusting, vacuuming, trash removal, bathroom and kitchen cleaning).

# Special Events

## Marketing/Video Production

Event-driven



Assists the communications director with marketing and/or video production as assigned.

### Training Required:

- Care Net 101 Introductory Seminar
  - Training with development director and/or church relations director
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## Public Relations/Development

Depending on your availability



Assists the development director by visiting area churches promoting the ministry work of Care Net of Puget Sound

### Training Required:

- Care Net 101 Introductory Seminar
  - Training with development director and/or church relations director
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## Special Events Volunteer

Special events volunteers assist the development coordinator. Volunteers can serve as committee members and/or event helpers. Some available jobs are, but not necessarily limited to, the following:

Varies by event



- **Sanctity of Human Life Sunday:** Assist with phone calls, packet assembly (church and speaker).
- **Baby Bottle Drives:** Assist with preparing baby bottles for pick up and emptying and cleaning bottles following the campaign.
- **Banquet/Hero Dinner/Dessert:** Help committee in planning various aspects of the event. Prepare venue on event night with decorations, registration, and set-up take-down.
- **Golf Tournament:** Help on pre-tournament committees with planning and executing different aspects of the event. Help with decorations, registration, and other key areas of the event.

**Training Required:** On-the-job with the development coordinator or committee member.

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## Marketing

Event-driven



Marketing volunteers are needed in a variety of areas: client marketing, social media, SEO strategies, Google Ad Word campaigns, website management, photography, and video production.

### Training Required:

- Professional experience is required in the area where member desires to volunteer.
- Care Net 101 Introductory Seminar

One-on-one with the Communications Director

# Advisory Councils

## Medical Advisory Council

Ongoing as  
needed



Physicians, PAs, NPs, RNs and those in medical clinic administrative leadership provide help and support to the medical clinic services of Care Net of Puget Sound. Medical Advisory Council members promote the ministry work of Care Net in their communities and circle of influence and will refer patients in their care to Care Net's program services. They also provide advisory support in best practices and, for applicable professional services, referrals for clients in Care Net of Puget Sound's care.

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## Legal Advisory Council

Ongoing as  
needed



Lawyers are needed in a variety of specialties to provide support and advice for Care Net of Puget Sound as needed. Members of the council promote the work of Care Net in their communities and circle of influence.

### Training Required:

- Professional experience is required in the area where member desires to serve.
- Care Net 101 Introductory Seminar
- One-on-one with the Executive Director

# Application Process

All Care Net of Puget Sound volunteers progress through an application process. Volunteers serving in direct client/program services will have a greater screening and training process.

## Apply to volunteer in 1 of 3 ways:

1. Complete a volunteer interest survey at [carenets.org/volunteer](http://carenets.org/volunteer).
2. Email [getinvolved@carenets.org](mailto:getinvolved@carenets.org) to let us know how you wish to serve.
3. Call 253-383-6033 (Tacoma administration office)

Application is provided electronically unless specifically requested in print form.

Review ministry statements and complete application.

Once application is received, the administration office will request references from the people you listed and run the required background checks.

Your application will be forwarded to the center/program/support area you designate.

You will be contacted about upcoming trainings as required by the area in which you desire to volunteer.

# Center/Program Contact Information

## Pregnancy Center Services

Seattle Mobile (1)	Kris Foster	253-941-2664	kfoster@carenetps.org
Bellevue Mobile (2)	Melodie Kieswether	425-837-3643	mkieswether@carenetps.org
Federal Way Center	Kris Foster	253-941-2664	kfoster@carenetps.org
Gig Harbor Center	Moriah Burns	253-858-5585	mburns@carenetps.org
Kenmore Center	Stephanie Deckys	425-398-5820	sdeckys@carenetps.org
Lakewood Center	Tristen Nash	253-984-6222	tnash@carenetps.org
Puyallup Center	Kim Sandberg	253-770-8697	ksandberg@carenetps.org
Tacoma Center	Teneka White	253-383-2988	twhite@carenetps.org

## Programs

Healing Tide (Pierce County)	Tracey Olsen	253-267-8938	tolsen@carenetps.org
Healing Tide (King County)	Kelly Bilco	253-272-1818	kbilco@carenetps.org
Smart Programs	Ivy Berger	253-336-5956	iberger@carenetps.org
Volunteer Admissions	Kerry Cady	253-383-6033	kcady@carenetps.org
Development Coordinator	Chelsie Compton	253-336-5781	ccompton@carenetps.org
Director of Operations (employment inquires)	Ingrid Crosbie	253-235-4675	icrosbie@carenetps.org
Director of Education	Dawn Darby	253-534-8851	ddarby@carenetps.org
Communications Director	Amelia Graham	253-336-5787	agraham@carenetps.org

