

# Get Started

For more information on volunteer opportunities, contact our Volunteer Coordinator at [volunteers@councilonrecovery.org](mailto:volunteers@councilonrecovery.org) or 281-200-9336. Find additional information on our website at [www.councilonrecovery.org](http://www.councilonrecovery.org).



## Serving

- INFANTS • INDIVIDUALS • COUPLES • FAMILIES • SCHOOLS
- YOUTH GROUPS • CHURCHES • CORPORATIONS •
- SMALL BUSINESSES • LAW ENFORCEMENT AGENCIES
- SOCIAL SERVICE AGENCIES • EMPLOYEE ASSISTANCE PROGRAMS • THE RECOVERY COMMUNITY

## Mission

The Mission of the Volunteer Program at The Council on Recovery is to involve interested community persons in non-paid, productive roles, which enhance and help us further our mission to keep our community healthy, productive, and safe by providing services and information to all who may be adversely affected by alcohol and drugs.

## Contact Us

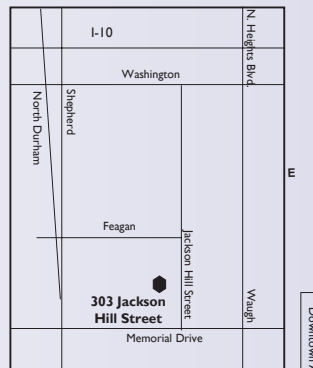


713-942-4100 | [www.councilonrecovery.org](http://www.councilonrecovery.org)

Mail: P.O. Box 2768 | Houston, TX 77252

Location: 303 Jackson Hill St. | Houston, Texas 77007

Toll Free 1-877-777-8829 | Fax 713-400-3549



West of Downtown, off of Memorial Drive,  
between Shepherd and Waugh

# Volunteer Opportunities

*Help us further our mission*



*Reaching People  
Since 1946*

713-942-4100

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[volunteers@councilonrecovery.org](mailto:volunteers@councilonrecovery.org)

All persons interested in volunteering must attend **VOLUNTEER ORIENTATION** to learn about Council volunteer opportunities and to complete the application process. Please register online for **ORIENTATION** at [www.councilonrecovery.org](http://www.councilonrecovery.org), or for more information, please contact [volunteers@councilonrecovery.org](mailto:volunteers@councilonrecovery.org) or 281-200-9336.

## Areas of Opportunity

### ACCOUNTING & ADMINISTRATIVE SERVICES

Volunteers will assist accounting staff and administrative staff with daily duties such as data entry, filing, mailings and other tasks. Hours are flexible, Monday through Friday, between the hours of 8:30 am - 5:00 pm.

### CENTER FOR RECOVERING FAMILIES (CRF)

Volunteers are needed in the areas of customer service and administration. Customer service tasks include greeting clients, directing them to the appropriate group room or clinician, and preparing coffee and other refreshments as requested. Customer service volunteers are needed Monday through Thursday from 3:00 pm to 6:00 pm (it is preferred that a volunteer commit to a full 3-hour shift). Administrative tasks include setting up a laptop and projector as requested, making copies, putting together binders, filing etc. Administrative volunteers are needed anytime Monday through Thursday, between the hours of 11:00 am - 6:00 pm.

### THE FONDREN COUNSELING & ASSESSMENT CENTER

Counseling & Assessment needs volunteers to assemble charts for client assessments and Counseling Interns. Volunteers are also needed to fold and assemble HIPPA pamphlets, shred documents, help prepare client seating area and counselor's area, organize copy room, and assist with storage of supplies. Hours are flexible, Monday through Friday, between the hours of 8:30 am - 5:00 pm.

### GROUNDSKEEPING

Capable volunteers are needed to help keep our campus beautiful. If you have experience gardening, mowing, edging, pruning, planting, or weeding, then this volunteer opportunity is for you. Volunteers are also needed in this area to help The Council with recycling efforts. Hours are flexible, Monday through Friday, between the hours of 8:30 am - 5:00 pm.

### PLANNING & DEVELOPMENT

Our Planning & Development department needs volunteers for various special events, including our Spring and Fall Luncheons. Volunteers will assist with bulk mail-outs, sorting and assembling, putting binders together, etc. Hours are flexible, Monday through Friday, between the hours of 9:00 am - 6:00 pm, with some events requiring earlier or later start times.

### PREVENTION RESOURCES & SERVICES

The Prevention department needs volunteers to assist staff who offer prevention and intervention services to elementary, middle, and high school students. Volunteers would assist with copying, putting packets together, and helping organize supplies for summer camps. Volunteers are also needed to participate in health fairs, make community presentations, and to assist staff with general office duties.

The Student to Student Peer Mentor Program needs volunteers to facilitate groups at area high schools, help train the lead mentors, and help plan summer activities. Volunteers in this area must be highly reliable and able to work independently. Hours are flexible, Monday – Friday between the hours of 8:30 am - 5:00 pm with some assignments/duties requiring earlier or later start times.

### PREVENTION RESOURCE CENTER

Our Prevention Resource Center needs volunteers to assist staff with labeling materials for distribution, to participate in health fairs, and to make community presentations. Volunteers are also needed to assist with some data entry. Hours are flexible, Monday – Friday between the hours of 8:30 am - 5:00 pm with some health-fairs and presentations requiring earlier or later start times.

### TRIAGE HELP LINE

Our Triage department needs volunteers to assist staff in answering incoming calls, referring clients to counseling services and answering questions as needed. Volunteers in this area must be trained and then commit to having a set shift every week. Hours are Monday – Friday between the hours of 8:00 am - 5:00 pm. For more information, please contact Volunteer Coordinator.

### WORKSHOPS & EVENTS

The Council is involved in many community events throughout the year including our luncheons, K.I.N.D.E.R. Holiday Party, Tobacco Teen Summit (middle school activity), various continuing education workshop, and other workshops and events. Some volunteer tasks in this area include mail-outs, set-up/take down of tables and chairs for workshops and events, registration, wrapping gifts, setting up refreshments, directing clients to and from workshops, etc. Volunteers will be given separate instructions regarding these events. Please contact Volunteer Coordinator for times, dates, and duties if you are interested in volunteering for our Workshops & Events.

### WORKPLACE SERVICES

Workplace Services helps businesses with Drug-free Workplace Policy Development, Review and Consultation. Volunteers are needed to assist staff with community based workshops and employee wellness fairs, by helping with registration, putting together brochures, literature, flyers, etc. Volunteers are also needed for some administrative tasks, such as filing. Hours are flexible, Monday through Friday, between the hours of 8:30 am - 5:00 pm.

### WOMEN & CHILDREN'S SERVICES

Women's & Children's Services needs volunteers to help organize/manage client "Incentives Closet". Volunteers are also needed to call different companies to solicit donations of diapers, toys, etc. for our clients. Volunteers are also needed to help prepare play area and assist in CHILD CARE/CHILD WATCH zone for children of clients who are receiving services, and to assist with some administrative duties. Hours are flexible, Monday – Friday between the hours of 9:00 am - 5:00 pm.

### WELLDERLY PROGRAM

The Council provides specialized services at no cost for seniors through the Wellderly Program which helps educate older adults, their families and care givers about substance abuse and misuse. Volunteers are needed to do presentations, senior health fairs, and to do office work, primarily data entry. Volunteers who serve in this area must be reliable and able to work independently with little or no supervision. Hours are flexible, Monday through Friday, between the hours of 8:30 am - 5:00 pm.

**PLEASE NOTE: Volunteer positions do not typically have direct client contact due to licensing requirements, and those volunteer opportunities involving clients will require a background check and/or a drug test.**