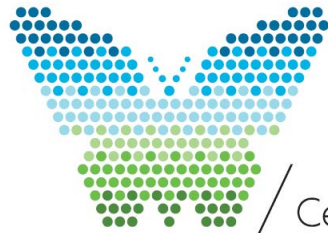


# Individual Volunteer Manual



Center for  
Transforming Lives  
From Poverty to Possibility

**For more information, please contact:**

Ruby Mumtahn  
Volunteer and Community Outreach Coordinator  
817-332-6191  
[development@transforminglives.org](mailto:development@transforminglives.org)

## Dear Friends

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Thank you for your interest in becoming a Center for Transforming Lives Volunteer! The Center for Transforming Lives has been meeting the needs of women and children for more than 110 years. We have an incredible passion to achieve the long-term goal of moving women and children out of poverty. Annually, we touch the lives of more than 3,500 individuals directly and serve an additional 1,000 through information and referral services. The Center for Transforming Lives moves women, children, and families from poverty to independence through safe housing, early childhood development and financial stability.

### Safe Housing

We provide safe and affordable housing for women and children who otherwise would be forced to choose between abuse at home or homelessness. We have a 92% success rate with previously homeless women who moved into stable homes and integrated into mainstream society.

### Early Childhood Development

We prepare children for school and beyond by providing high quality, affordable child care in our Child Development Centers. While the children are in our care, we connect parents with educational opportunities and job training and employment options that will move the family into financial stability. Overall, the agency serves more than 500 children annually in a literacy-rich, educational environment that focuses on preparing them for kindergarten and beyond.

### Financial Stability

Our financial education program offers one-on-one coaching that provides life-changing tools that help women and their families become financially self-sufficient. Last year, we assisted over 1,000 low-income clients with their finances.

We could not complete this important work without the support of our volunteers. At the Center for Transforming Lives, our volunteers are our partners in preparing our program participants as they transform their lives from poverty to independence. So many women and children turn to us every day for the promise of hope and opportunity. We are incredibly grateful for the many wonderful, creative, and determined volunteers who help us to say yes and change the lives of so many!

Thank you for your interest in the Center for Transforming Lives. We look forward to working with you.

Warmest regards,



Carol Klocek  
Center for Transforming Lives CEO

# Individual Volunteer Opportunities

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At the Center for Transforming Lives, volunteers are our partners in supporting, encouraging, teaching, and preparing our program participants as they transform their lives from poverty to independence.

**Financial Empowerment Coach** – Working with low- to moderate-income women and families in Tarrant County, coaches provide guidance on budgeting, debt management and setting goals during Coaching Clinics, with follow up by email and phone over the next few months. This volunteer opportunity requires a minimum commitment of 6 months.

**Become an Ambassador** –Ambassadors open doors to the Center for Transforming Lives in the community, introducing new people to our work and mission by asking them to attend our Transforming Lives Tours. Become an Ambassador by inviting 10 or more people to attend our Transforming Lives Tour.

**Resale Shop Sales Associate** – The Center for Transforming Lives' Resale Shop generates much-needed revenue benefiting our programs. Volunteers greet customers, sort donated merchandise, make items ready for sale and help the store operate smoothly and efficiently. *(The Center for Transforming Lives Resale Shop is open Monday – Saturday from 10 a.m. to 6 p.m., closed Sundays.)*

**Classroom Assistant** –You can spend a morning or afternoon helping our youngest clients develop a love of reading and increasing their vocabulary. Groups are welcome at all three Center for Transforming Lives child development centers from 9:00am – 4:00pm Monday thru Friday.

**Sanitation Assistant** – Child centers always need continuous cleaning because children love to make a mess. You can spend a morning or afternoon sanitizing toys and cleaning windows for our childcare centers to make them as beautiful as possible.

**Administrative Assistant** – You can help the Center for Transforming lives by assisting with handwriting thank you letters, copying files, mailing, and data entry.

**Historic 512 Docent** – The Center for Transforming Lives rents its beautiful, historic downtown facility for weddings, receptions and special events. Docents are trained to give guided tours to potential customers, while sharing the mission of the Center for Transforming Lives. *(Flexible shifts are available.)*

## Other Ways to Help

**Supply Drive** –The Center for Transforming Lives is always in need of basic resources such as bed linens and toiletries, and other necessities for Housing Services and diapers and school supplies for Child Development. Organize a drive for needed supplies with your family, office, church group, school or other group. *(Please contact [development@transforminglives.org](mailto:development@transforminglives.org) or 817-332-6191 to find out our greatest needs.)*

**Donation Drive** – Collect donations of gently used men's, women's and children's clothing and housewares for the Center for Transforming Lives Resale Shop. Donations are accepted year-round. We pick up furniture from homes and items from local companies at no cost. *(For information, please contact Lori Palumbo at 817-615-0649).*

**Donate to The Center** – The Center for Transforming lives relies on generosity of individuals to help women and children escape poverty and homelessness. Support this work by clicking this link:

<https://www.transforminglives.org/donate>