



### **The Women's Center of Lafayette**

Receptionist  
Consultant  
Ultrasound Technician  
Assist ultrasound technicians  
Assist office administrators with tasks  
Shred paper  
Assist with mailing thank you notes  
Phone volunteers to answer calls from clients  
After phone volunteer (weekends & holidays)  
Computer technician  
Teach staff QuickBooks, Excel, Publisher  
Prepare and highlight client packets  
Make phone calls postpartum clients  
Call clients to inform about new voucher system  
Call old clients and offer postpartum healing  
Graphic design  
Enter data for grant  
Assist with finding and writing grants  
organize cabinets  
Clean TWC and Chapel once a week.  
Develop Resource Binder  
Run errands for administration  
Grocery shop for office items such as water, snacks, etc.

### **Our Lady of Guadalupe Chapel**

Clean and iron priest garments  
Repose and Expose Eucharist  
Wednesday adoration  
Daily prayer warriors  
Help with Mass one Tuesday a month

### **St. Marguerite d'Youville Maternity Home & Mother Teresa's Transitional Home**

House moms (8:30a-4:30p and overnight) (weekdays and weekends)  
Case manager  
Babysit children for mothers to work care plan  
Transport residents to grocery store, doctor appts, church  
Help with updating resources  
Spring cleaning  
Organize house  
Pick up Adrien donations  
Handy man  
Computer technician for house moms when needed  
Keep employees' files up to date for employees  
Organize weekly meetings with snacks

Clean off patio  
Clean fans  
Help find resources for housing, codependence, etc  
Cook and clean after mother delivers baby

### **DesOrmeaux Foundation**

Assist with quarterly newsletters (labeling & tabbing)  
Assist at our yearly banquet  
Stuff baby bottles  
Prepare inserts for baby bottles  
Coordinate Volunteers

### **Small Maintenance projects**

Change AC filters in buildings  
Clean lent out of dryer hoses  
Dust fans  
Paint TWC office, front door, laundry room  
Cut grass/weed the yard  
Pulling weeds/mulching flower beds  
Pressure wash building/porches  
Clean windows on buildings  
Clean office buildings  
Assist with quarterly newsletters  
Help with collecting items for banquet auction

### **Baby and Me Boutique**

Clean shoes  
Clean & test toys  
Dusting and waxing racks  
Pairing socks  
Dress Barbies & Dolls  
Count Blocks, Puzzle, & Game pieces

### **Mimi's Attic**

Dust store item  
Sort donations  
Help put items together  
Tag items  
Organize displays

