



Veterans Center Volunteer Opportunities

Thank you for your interest in supporting our veterans and their families.

Volunteer Opportunities in Person at the Vet Center

Support Services

Support Services volunteers serve as the first point of contact for veterans, caregivers, and families reaching out to Clay Veterans. Your role is to listen, provide information, and connect callers or visitors to the right resources—ensuring every veteran feels heard and supported.

- Answering phone calls, emails, and messages from veterans and family members seeking guidance.
- Listening carefully to understand their situation and needs.
- Providing information about available programs, benefits, and community resources.
- Recording requests or questions in the volunteer tracking system for follow-up.
- Directing veterans to appropriate staff, volunteers, or partner organizations.
- Assisting walk-ins at the Clay Veterans Center with forms or referrals.
- Maintaining confidentiality and treating each individual with respect and empathy.
- Sharing updates with team leads to ensure continuity and coordination.
- Representing Clay Veterans professionally in all communications—every interaction matters.

You're a Good Fit If You:

- Enjoy helping others and problem-solving.
- Communicate clearly and calmly, even when veterans are frustrated or emotional.
- Are comfortable using email, phone, or online forms.
- Have a patient, friendly, and resourceful attitude.

Support Services volunteers are often the first voice or face veterans encounter when reaching out for help. Your kindness, clarity, and follow-through create trust and ensure veterans receive the support they deserve.

Open-Door Program

The Open-Door Program provides a safe, welcoming space for veterans to connect with others, while giving caregivers a break. Volunteers play a vital role in making each visit meaningful and enjoyable.

- Welcome veterans as they arrive and help them feel comfortable.
- Engage in friendly conversation, listen, and show genuine interest in their stories.
- Facilitate light activities such as games, crafts, or group discussions.
- Assist with technology needs, such as navigating VA.gov, email, or video calls.



Veterans Center Volunteer Opportunities

- Prepare and serve coffee, tea, or light snacks.
- Monitor the environment to ensure safety and address any needs promptly.
- Support veterans with mobility challenges as needed, within safe limits.
- Record attendance and note any special needs or concerns for follow-up.
- Work as a team with other volunteers to keep the space clean and welcoming.
- Share information about upcoming programs and encourage future visits.

Your kindness, patience, and willingness to listen create a supportive environment that makes the Open-Door Program a valuable resource for veterans and caregivers alike.

VetTech Program

The Vet Tech Program helps veterans, and their caregivers navigate online tools like VA.gov, My HealtheVet, and other essential systems. Volunteers provide patient step-by-step support to ensure veterans can access their benefits and services.

Your Role Includes:

- Welcome veterans and understand their specific technological needs.
- Guide veterans through the ID.me or Login.gov account creation and verification process.
- Assist with navigating VA.gov to schedule appointments, refill prescriptions, or view records.
- Help veterans access My HealtheVet for secure messaging, test results, and health notes.
- Explain how to update contact information, direct deposit, and beneficiary details.
- Provide basic troubleshooting for common computer, smartphone, or tablet issues.
- Ensure veterans know how to save and store important documents securely.
- Maintain privacy and confidentiality while assisting with personal information.
- Encourage veterans to practice using these tools independently for confidence.
- Document assistance provided and note any follow-up needs.

Your patience and guidance help veterans stay connected to their healthcare, benefits, and resources—ensuring they receive the support they have earned.

Family Support Services

Family Support Services volunteers assist the families and caregivers of veterans by providing resources, encouragement, and compassionate support. Your presence helps families navigate the challenges of caring for their veterans while staying connected to the community and available services.

Your Role Includes:

- Welcoming and assisting families and caregivers who contact or visit the Clay Veterans Center.
- Listening empathetically and helping identify their immediate needs and concerns.



Veterans Center Volunteer Opportunities

- Providing information about caregiver support programs, benefits, and respite opportunities.
- Connecting families to veteran-related or community-based resources for health, housing, or financial assistance.
- Helping caregivers complete forms or navigate online resources such as VA.gov or local support programs.
- Offering encouragement and emotional support while maintaining professional boundaries.
- Documenting interactions and ensuring follow-up communication when necessary.
- Supporting the coordination of family-oriented workshops, events, or social activities.
- Maintaining confidentiality and demonstrating sensitivity to family dynamics and veteran privacy.

You're a Good Fit If You:

- Are compassionate and enjoy helping families find solutions.
- Communicate effectively and handle emotional situations with care.
- Understand or have experience with caregiving, veteran family life, or community support.
- Are comfortable assisting with paperwork or computer-based tasks.
- Can work collaboratively and uphold confidentiality.

Impact

Family Support Services volunteers strengthen the network around our veterans by supporting those who care for them. Your empathy and commitment ensure families receive guidance, relief, and the sense of community they need to continue their journey with resilience.

Other Volunteer Opportunities

Not every volunteer role fits into a specific category—sometimes the most valuable help comes from filling in where it's needed most. These 'other' opportunities provide flexible ways to support our mission and ensure our programs and services run smoothly.

- Help with general office tasks such as filing, organizing supplies, and answering phones.
- Assist with preparing mailings, assembling packets, or labeling materials.
- Run errands such as picking up supplies or delivering materials to partners.
- Support inventory management by sorting donations or stocking supplies.
- Provide transportation for veterans to events, appointments, or the Veterans Center (as approved).
- Help set up or clean up meeting spaces for programs or events.
- Serve as an extra set of hands for special projects or one-time needs.
- Offer professional expertise in areas such as legal, financial, or counseling support (if qualified).
- Assist with data entry, recordkeeping, and updating contact lists.
- Step in to cover roles when other volunteers are unavailable.

By being flexible and willing to help wherever needed, you ensure our team can respond quickly and effectively to any challenge—helping us better serve veterans and their families.



Veterans Center Volunteer Opportunities

Camaraderie Volunteers

Coffee Break

Coffee Break is a Veterans Council Clay County engagement program where veterans and their families are invited to enjoy free coffee, camaraderie, assistance, and information. Volunteers help create a warm, welcoming environment that encourages connection and conversation.

- Greet guests as they arrive and make them feel welcome.
- Assist with setting up coffee, tea, snacks, and seating before the event.
- Serve beverages and replenish supplies as needed.
- Engage in friendly conversation with veterans and family members.
- Introduce new attendees to others to encourage connection.
- Provide information about upcoming events, programs, and services.
- Assist attendees in connecting with resources or staff who can help with specific needs.
- Maintain a clean and inviting refreshment area.
- Help with light cleanup and breakdown after the event.
- Promote future Coffee Breaks by sharing event details with your network.

Your presence helps make Coffee Break a friendly and supportive space where veterans and their families can find camaraderie, assistance, and valuable connections.

Community Engagement

Volunteers are the heart of our outreach efforts. Here are simple ways you can help us connect with veterans, caregivers, and our community:

- Share our events, programs, and updates on your personal and community social media pages.
- Invite friends, neighbors, and fellow veterans to visit the Clay Veterans Center.
- Represent us at local events, fairs, and community gatherings.
- Distribute flyers and materials to local businesses, libraries, and community boards.
- Connect us with organizations, clubs, or churches that may want to partner with us.
- Introduce veterans and caregivers to our programs and services.
- Bring ideas for outreach activities that could strengthen our presence in the community.

Every conversation you have helps veterans and their families learn about the resources and camaraderie available to them. Your voice makes a difference—help us reach those who need us most!

Event Support

Our events succeed because of dedicated volunteers like you! Here are ways you can help before, during, and after events to ensure everything runs smoothly:



Veterans Center Volunteer Opportunities

- Assist with event setup, including tables, chairs, signage, and decorations.
- Greet guests and help with check-in or registration.
- Direct attendees to event areas, restrooms, and information tables.
- Hand out programs, flyers, or promotional materials.
- Serve refreshments or assist with food/beverage stations.
- Support activity or game stations and engage with participants.
- Take photos or short videos for social media and archives.
- Restock supplies and maintain clean, safe areas throughout the event.
- Help with event breakdown and packing up materials.
- Share event details with your networks before and after to boost participation and visibility.

Every role—big or small—helps make our events welcoming and memorable for veterans and their families. Your time, energy, and friendly smile make a difference!



Veterans Center Volunteer Opportunities

Serve as a Volunteer Virtually

Grant Writing

Grant writing volunteers help secure funding that sustains and grows our programs and services for veterans and their families. Whether you have experience or are eager to learn, your efforts can make a lasting impact on our ability to serve the community.

- Research potential grant opportunities from foundations, corporations, and government sources.
- Review eligibility requirements to ensure alignment with our mission and programs.
- Assist in gathering necessary organizational documents, data, and program descriptions.
- Draft compelling grant proposals that clearly communicate our mission, impact, and needs.
- Work with staff to develop realistic project budgets for grant submissions.
- Edit and proofread proposals for clarity, accuracy, and completeness.
- Track grant deadlines and submission requirements to ensure timely completion.
- Assist in submitting proposals through online portals or by mail as required.
- Document awarded grants and help with required follow-up reports to funders.
- Collaborate with the team to identify new funding priorities and opportunities.

Your skills in research, writing, and organization directly contribute to the financial health and sustainability of our programs for veterans and their families.

Program Development

Program development volunteers help design, improve, and expand services that meet the needs of veterans and their families. Your creativity, planning skills, and understanding of community needs will help us create impactful, sustainable programs.

- Research best practices and successful program models from other organizations.
- Identify unmet needs in the veteran community through surveys, conversations, and data analysis.
- Assist in creating detailed program proposals, including objectives, activities, and outcomes.
- Collaborate with staff and stakeholders to design program structures and processes.
- Help develop application forms, outreach materials, and informational resources.
- Identify necessary resources such as funding, volunteers, or partnerships.
- Assist in creating timelines and implementation plans for new programs.
- Support pilot programs by gathering feedback and recommending improvements.
- Evaluate current programs for effectiveness and suggest enhancements.
- Document processes to ensure programs can be replicated and sustained.

Your insight and dedication help ensure our programs are relevant, effective, and impactful — making a real difference in the lives of veterans and their families.



Veterans Center Volunteer Opportunities

Fundraising

Fundraising volunteers play a key role in ensuring the financial sustainability of our programs and services for veterans and their families. Your efforts help provide the resources we need to serve more people and make a lasting impact.

- Assist in planning and organizing fundraising events, such as races, dinners, and auctions.
- Promote fundraising events through social media, flyers, and word of mouth.
- Identify potential sponsors, donors, and partners who align with our mission.
- Help prepare sponsorship packages and outreach materials.
- Reach out to businesses, organizations, and individuals to request donations or sponsorships.
- Assist with online fundraising campaigns and donation platforms.
- Collect and track donations, ensuring proper acknowledgment and recordkeeping.
- Support silent auctions, raffles, and other event-based fundraising activities.
- Share stories of impact to inspire donor support.
- Follow up with donors to thank them and share updates on how their contributions are making a difference.

Your energy and outreach help ensure we have the funding necessary to keep our doors open and continue providing vital services to veterans and their families.

Marketing

Marketing volunteers help share our mission, programs, and events with the community. Your creativity and outreach skills ensure more veterans, families, and supporters know about the services we offer.

- Assist in creating engaging content for social media, newsletters, and the website.
- Take photos or videos at events to use for promotions and outreach.
- Help design flyers, posters, and other marketing materials.
- Share upcoming events and programs on personal and community social media pages.
- Connect with local media outlets to promote events and initiatives.
- Update community bulletin boards with our latest flyers and announcements.
- Assist with email marketing campaigns, including drafting and scheduling messages.
- Monitor engagement on social media and respond to comments or messages when appropriate.
- Work with staff to ensure branding and messaging are consistent across all platforms.
- Brainstorm creative ideas for campaigns to reach new audiences.

Your efforts help expand our reach, attract more participants, and inspire greater community support for our programs and services.



Veterans Center Volunteer Opportunities

Website & Multimedia: How You Can Help

Website and multimedia volunteers help maintain our online presence and create engaging content that tells our story, promotes our programs, and connects us with the community. Your technical and creative skills ensure we present a professional, welcoming image online.

- Update the website with current events, program information, and resources.
- Ensure online forms, applications, and links are working properly.
- Create and upload multimedia content such as photos, videos, and graphics.
- Assist with editing and posting blog articles, press releases, or news updates.
- Design banners, infographics, and visual assets for the website and social media.
- Optimize website content for accessibility and ease of use.
- Help improve website navigation and user experience.
- Edit and produce short videos to highlight events, programs, or success stories.
- Assist in managing online event registrations and participant communications.
- Back up website data and maintain a record of updates.

Your work behind the scenes ensures our digital presence is professional, engaging, and a reliable resource for veterans, their families, and the community.