



# VOLUNTEER



**Land of Lincoln Goodwill Industries, Inc.**



Becoming a volunteer at one of the world's leading non-profit providers of services to individuals with employment barriers can be very rewarding. Land of Lincoln Goodwill needs your help to make a real difference for those requiring a hand-up in our community.

Volunteer positions with Goodwill are intended to supplement the work of paid staff, not replace employees. We offer many opportunities within the organization to give back while providing you with the experience you are looking and a personal level of satisfaction.

### RETAIL & WAREHOUSE VOLUNTEERS

Volunteer opportunities exist in these departments for individuals seeking service hours for an educational or community group, who are required to volunteer to obtain government benefits, or who need court ordered service hours.

Retail store volunteers assist customers and help in processing donations. No experience is required. Examples of duties include preparing donations for sale, general cleaning, assisting shoppers and working on other special projects.

Warehouse volunteers assist in baling goods for salvage, helping unload and load trucks, and sorting donations. No experience is required, but volunteers must be able to push, lift and pull 50 lbs. in this more physical setting.

### COMPUTER LAB VOLUNTEERS

With experience in Microsoft Office, volunteers help students and adults understand basic computer skills and the use of basic office software. Goodwill operates computer labs and Career Centers in Springfield, Bloomington, Danville, Litchfield, and Jacksonville.

### OFFICE & CLERICAL VOLUNTEERS

There are many opportunities to volunteer your time inside our administrative headquarters in Springfield. Experience working in an office is a plus. Duties would include copying materials, filing, data entry, answering phones and assignment to some special projects.

### COURT-ORDERED SERVICE

If you are required to perform court-ordered community service, or community service as part of a voluntary agreement with the State of Illinois, Goodwill wants to work with you. We will actively assign you a schedule and help you maintain accurate records of your time. **For a detailed list of policies and procedures related to community service and to a complete an application, contact a Goodwill Career Coach below:**

<b>Bloomington/ Normal</b>	302 Landmark Drive	217-220-9445
<b>Danville</b>	904 N. Gilbert	217-503-0456
<b>Jacksonville</b>	1809 W. Morton	217-303-9532
<b>Litchfield</b>	1403 Ferdon St.	217-503-6075
<b>Springfield</b>	1220 Outer Park Drive	217-789-0400

## CONTACT US

For additional information on our volunteer opportunities, or to learn more about Goodwill's Mission in Central Illinois, please call **217-789-0400** or visit us online.

[www.llgi.org](http://www.llgi.org)

## **Mission**

Providing people the skills and resources to become self-sufficient through the power of work.

## **Vision**

Be a recognized leader that promotes programs and services that embrace educations, self-sufficiency, hope and pride to the people we serve in the Central Illinois region.

## **Values**

Respect for those we serve.

Teach responsibility – a hand-up, not a hand out.

Build community partnerships.

Promote education, stewardship, financial responsibility, efficient use of resources.

Embrace diversity.

Work as a team.



*Land of Lincoln Goodwill Industries*

### **Visit us at our Administrative Offices:**

1220 Outer Park Drive  
Springfield, IL 62704  
(217) 789-0400

**[www.llgi.org](http://www.llgi.org)**