

DIRECTORY  
of  
SERVICE  
OPPORTUNITIES

In Richmond, IN  
2009-2010



Earlham Volunteer  
Exchange  
765-983-1519

Bonner Scholars  
Program  
765-983-1276

America Reads  
765-983-1534

**EARLHAM COLLEGE**

Bonner Center for Service and Vocation  
765-983-1893  
Drawer 206  
Richmond, IN 47374

# Table of Contents

|  |    |
|--|----|
| Abbreviations Used in This Directory.....                                  | 4  |
| A Note About This Directory and How to Use It .....                        | 5  |
| Tips on Getting & Keeping a Volunteer or Student Employment Position ..... | 7  |
| A Note about Off Campus Student Employment/Work-Study .....                | 10 |
| Achieva Resources .....  | 11 |
| Alterra Sterling House of Richmond.....                                    | 13 |
| America Reads.....   | 14 |
| Amigos—The Richmond Latino Center .....                                    | 15 |
| Area 9 Agency on Aging.....  | 17 |
| Birthright.....  | 19 |
| Boys & Girls Clubs of Wayne County .....                                   | 21 |
| C.A.S.A. Court Appointed Special Advocate .....                            | 23 |
| Center City Development/The Innovation Center .....                        | 25 |
| Centerville-Abington Elementary School.....                                | 27 |
| Centerville-Abington Junior High School .....                              | 29 |
| Communities in Schools of Wayne County, Inc.....                           | 30 |
| Community Action of East Central Indiana (CAECI) Head Start.....           | 32 |
| Conflict Resolution Center .....   | 34 |
| Cope Environmental Center.....   | 36 |
| FIND Center Adult and Alternative Education.....                           | 38 |
| Friends Fellowship Community .....   | 40 |
| Galileo Charter School.....  | 42 |
| Girls Incorporated of Wayne County .....                                   | 44 |
| Habitat For Humanity Of Greater Richmond.....                              | 46 |
| Hand-in-Hand Adult Day Care.....   | 48 |
| HELP The Animals, Inc. ....  | 50 |
| Human Rights Commission, City of Richmond.....                             | 52 |
| The Independent Living Center of Eastern Indiana.....                      | 53 |
| Junior Achievement of Eastern Indiana, Inc.....                            | 54 |
| Mayor’s Office, City of Richmond .....                                     | 56 |
| Meridian Services.....   | 58 |
| National Alliance on Mental Illness of East Central Indiana N.A.M.I. ..    | 60 |
| Parks and Recreation, City of Richmond.....                                | 61 |

|   |     |
|---|-----|
| Pauline Trueblood Child Development Center .....              | 63  |
| Peer Information Center for Teens .....                       | 65  |
| Reid Hospital & Health Care Services .....                    | 67  |
| Richmond Art Museum.....                                      | 69  |
| Richmond Community Schools .....                              | 71  |
| Richmond Community Schools Mentoring/Study-Buddy Program..... | 75  |
| Richmond Family YMCA .....                                    | 76  |
| Richmond Friends School .....                                 | 77  |
| Richmond State Hospital .....                                 | 79  |
| Richmond Symphony Orchestra .....                             | 81  |
| Right Sharing of World Resources .....                        | 82  |
| Rock Solid Ministries / Petra Program.....                    | 84  |
| Rosegate Village.....   | 86  |
| Seton Elementary School.....                                  | 87  |
| Special Olympics Wayne County.....                            | 88  |
| Starr-Gennett Foundation .....                                | 89  |
| Sunrise, Inc. Therapeutic Riding for the Handicapped.....     | 91  |
| Townsend Community Center.....                                | 93  |
| Wayne County Health Clinic .....                              | 95  |
| Wayne County Historical Museum.....                           | 97  |
| Wayne County WIC (Women, Infants & Children) Program .....    | 98  |
| Westwood Tutoring Program.....                                | 99  |
| W C T V Whitewater Community Television .....                 | 100 |
| Subject Index.....  | 102 |

# Abbreviations Used in This Directory

|                    |                    |
|--------------------|--------------------|
| <b>M—Monday</b>    | <b>F—Friday</b>    |
| <b>T—Tuesday</b>   | <b>Sa—Saturday</b> |
| <b>W-Wednesday</b> | <b>Su—Sunday</b>   |
| <b>R—Thursday</b>  |                    |

**BCSV**—the Bonner Center for Service and Vocation. LBC, 1<sup>st</sup> floor. Houses off campus student employment (work-study), internships, the Bonner Scholars Program, Earlham tutoring programs for Richmond students, and the Earlham Volunteer Exchange (EVE)—a student-run organization which promotes community service.

## Legend

(bottom of page after each listing)

- V** Volunteer Opportunity
- S** Student Employment/Work-Study
- B** Bonner Scholars
- I** Internship\*

\* Contact the Internship Coordinator if you are interested in an Internship: email [smithso@earlham.edu](mailto:smithso@earlham.edu) (office #114 in LBC).

# A Note About This Directory and How to Use It

Each year the Bonner Center for Service and Vocation (BCSV) at Earlham publishes a directory of community service opportunities in Wayne County. This directory lists all of the agencies and organizations which have signed the Memorandum of Understanding with Earlham indicating that they will accept volunteers and/or off campus student employees (work-study).

Sites are listed alphabetically. A subject index at the back of the directory will help you determine at a glance which agencies address certain needs or serve specific populations.

A legend at the bottom of each site's listing shows what students the site can accommodate (i.e., volunteers, student interns, student employees and/or Bonner Scholars). Be sure to check whether you can serve at the sites you are interested in before contacting them. Please contact the Internship Coordinator (x1265) or come by the office in LBC #114 if you are interested in arranging an internship with one of these sites.

The person listed as "Contact and Supervisor" is who you should contact to express interest in serving at the site. If a different person is listed as "Director," do not ask for this person unless you are unable to reach the Contact and Supervisor within a reasonable period of time.

Want to know more about a site? Many sites have provided us with detailed information including brochures, job descriptions, newsletters and volunteer handbooks. This information is kept in folders in the BCSV that are accessible to students. Stop by and ask any BCSV staff member to show you where to find them. If you are interested in a site and would like to find out where it is located, consult the map of Richmond and Wayne County with site locations marked on it which is on the wall in LBC Rm. 109 (the BCSV conference room).

Several sites are within walking distance of campus or can be reached by bike. The EVE shuttle is available to take students to sites weekdays

between 12:30 and 6:00pm. Learn more about the shuttle and sign up in the BCSV. Richmond also has a public bus service which can be used to reach many sites. Information about using Richmond's Rose View Transit system is available in the EVE office. Bus schedules are available at Runyan desk and online at <http://richmondindiana.gov/content/category/4/91/148/>.

This directory does *not* contain a complete list of all nonprofit agencies in Wayne County. There are several different reasons a particular agency may not be listed in the directory. 1- The BCSV may be aware of the agency, but the agency and/or Earlham may have determined that it does not have appropriate service opportunities for Bonners and/or other Earlham volunteers. 2- The agency may have an agreement with Earlham, but the affiliation may have been established after this year's directory was published. 3- Or, the BCSV may just not be aware of an agency which would qualify.

If a student has a particular agency in mind or is interested in an area of service not represented in the community service directory, s/he should speak with BCSV staff so they can determine if there is an agency that will meet the student's needs. If a student is interested in serving at an agency that does not have a Memorandum of Understanding with Earlham, the BCSV will need to establish that it meets our criteria for being considered as a service agency and will have to obtain signed paperwork. BCSV staff members are happy to explore the possibility of establishing relationships with additional organizations, but this process may take several weeks or even months depending on the schedules of Earlham and agency staff and the length of time the agency takes to complete the necessary paperwork. Students should therefore be prepared to serve at another site which has already been approved while this process is taking place.

Please note that students who choose to volunteer at any community agency not listed in this directory are **not** covered by Earlham's general liability insurance while serving and may **not** use the EVE shuttle to travel to and from the site.

# Tips on Getting & Keeping a Volunteer or Student Employment Position

While this directory gives a flavor of the sites listed, there is no substitute for talking with site staff and visiting the site to get a feel for what it would be like to work or serve there.

The BCSV hosts an Involvement Fair at the beginning of each semester. Agencies and organizations are invited to set up tables and be available to talk with students about opportunities for service. The fair is an excellent way to meet people from a large number of agencies in one setting and to get more of a first-hand feel for the organization.

When contacting a new agency to express an interest in serving there, students should call the hours of operation listed for the agency in the directory. Staff and job duties change frequently in nonprofit organizations so if you're having trouble reaching the person whose name is listed in the directory, let the person answering the phone know why you are calling or leave a general message on the agency's voicemail.

Each site will have its own method for screening and orienting volunteers. Most will invite you to come to the agency and will give you a tour and overview of possible service. However, some may have a more formal process requiring you to fill out an application, give permission for a criminal background check and/or drug screening, and attend a scheduled training or orientation, etc before beginning to serve. We have tried to capture these procedures on each site's page. When scheduling the initial appointment, it is OK to ask what will be required and how long you can expect it to be before you can begin volunteering at the site. This information will help you to plan your service.

Before beginning service at any site, you should clarify your position and duties with your supervisor. Most listings in the directory do not include all the possibilities for service. Therefore, if you see a site you are interested in, but the listing does not include the type of project or tasks you would like to assist with, feel free to discuss your ideas with the supervisor. At the same time, you should understand that the site

may not be able to accommodate your interest. They may not be able to devote resources to projects other than those they are already carrying out or you may not possess the skills, credentials or time commitment needed to do what you would like. Discussing your duties at the beginning will help prevent disappointment that the position does not meet your hopes and expectations. Remember, too, that most volunteers and employees begin by performing basic tasks or by assisting on projects, but if they show their dependability, willingness to learn and skills, they will be given increased responsibility in time.

Site supervisors are all asked to provide Earlham students with an orientation. The length, formality and detail of the orientation will vary from agency to agency. Below are some important areas you should try to be sure to cover early on with your site supervisor. If the supervisor does not bring them up, you shouldn't hesitate to bring them up.

--The policies and rules of the agency including any expectations regarding dress, conduct, etc. Ask if the agency has written policies/rules/guidelines for staff and/or volunteers and if so, how they can be accessed.

--The full name and contact information for your supervisor. If possible, try to also get the names of one or two backup staff to whom you should report if the supervisor is out of the office.

--Background about the agency including an overview of all of the services offered, not just the specific area in which you will be working.

--The general agency calendar for the semester including any dates when the agency will be closed or will not be providing services. It is useful to ask if there are service activities or training opportunities available at times when the site will be closed to clients. Do not assume that there is nothing to do outside of the hours when clients are present at the site though this may be the case for some sites. Students should also share the Earlham schedule including dates of breaks, finals, etc.

--A regular and mutually agreed-upon schedule for service. The student should know or have available his or her schedule at the time of the initial meeting so that s/he and the supervisor can determine if the times when s/he is available mesh with the needs of the service site.

Expectations of students when working with sites include the following:

--Provide your supervisor with information about the best ways to contact you. Keep in mind that many local nonprofits may not have the budget to call long-distance cell phone numbers. This is one more reason to set up and check your room's voicemail.

--Accept all training and learning opportunities required by the site and take advantage of optional training offered whenever possible.

--Be dependable and punctual. Notify the site supervisor as soon as possible if you will be absent or late. Those served by the site and site staff members depend on your presence. If you find yourself canceling or not showing frequently, change this pattern or let the site know you don't have time to serve.

--Be willing to accept feedback and constructive criticism.

--Communicate regularly with site supervisor. Always go to the site supervisor first with site-related questions or problems. Contact BCSV staff if you are unable to resolve a difference directly with the site supervisor.

# A Note about Off Campus Student Employment/Work- Study

Off Campus student employment provides students, who receive Federal Work-Study as a part of their financial aid package, the opportunity to engage in meaningful work in the greater community. There is a great deal of valuable experience to be gained, and there is the opportunity to develop specialized skills, leadership, future references, and new friends through this experience. Take this chance to become engaged in the greater Richmond/Wayne County community while learning about community resources and issues!

If you are interested in any of the positions that you see in this directory and would like to apply, simply follow the steps below for an easy path to work.

- Step 1      Receive and confirm Work-Study Status from the Earlham College Financial Aid Office
- Step 2      Complete all necessary paperwork with the Earlham College Student Payroll Office
- Step 3      Attend Off Campus Work-Study Meeting at beginning of semester (check with BCSV for times/locations)
- Step 4      Head to BCSV or the Involvement Fair to locate open positions
- Step 5      Contact Service Site for application/interviewing procedures
- Step 6      Show your Work-Study Card to Service Site supervisor - They **MUST** see this to start work
- Step 7      Complete application/ interview procedures requested by Service Site
- Step 8      Service Site supervisor contacts the BCSV to verify your Work-Study status.
- Step 9      Once the Service Site supervisor receives confirmation, it's time for you to **Get to Work!!**

# Achieva Resources

P.O. Box 1252, 800 Mendelson Dr.

Richmond, IN 47375

Phone: 765-966-0502

Web site: [www.achievaresources.org](http://www.achievaresources.org)

## Hours of Operation

M T W R F

8:00am – 4:30pm

\*Also have evening, third shift and weekend hours of operation.

## Supervisor and Contact

Darlene Spicer, Human Resources Manager

[dspicer@achievaresources.org](mailto:dspicer@achievaresources.org)

## Director

Dan Stewart, President/CEO

[dans@achievaresources.org](mailto:dans@achievaresources.org)

## Description/Mission

Achieva Resources provides quality programs and services to assist individuals with differing abilities who are experiencing barriers in our community. Achieva provides a wide range of services to adults with developmental disabilities. Programs include recreational activities, sheltered employment, group homes, assistance with job placement and job coaching. Achieva Resources empowers people to achieve greater personal, social, and economic successes.

## Possible Positions, Tasks, Projects

Habilitation specialist -- provide direct care services and habilitation training to people with disabilities in geriatric and Adult Developmental Activities Programs.

Other opportunities include: helping at group homes late afternoons/evenings/ weekends; assisting with job development and training and recreational programs.

# Achieva Resources (Continued)

## **Application Process**

Volunteers must complete a brief application form and submit and pass a local criminal background check. Must pass a TB test (no charge to volunteer). Must be at least 18.

**V**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Alterra Sterling House of Richmond

3700 S. A St.  
Richmond, IN 47374  
Phone: 765-939-3310  
Fax: 765-939-1683

## Hours of Operation

9:00am – 5:00pm  
\*volunteers needed 6:00am – 8:00pm

## Supervisor and Contact

Marcia Anderson, Life Enrichment Coordinator

## Director

Cheri Cones, Executive Director  
[ccones@brookdaleliving.com](mailto:ccones@brookdaleliving.com)

## Description/Mission

Assisted living facility for older adults. Mission: Enriching the lives of those we serve with compassion, respect, excellence and integrity. For-profit company.

## Possible Positions, Tasks, Projects

Interact with residents; read books, newspaper, poems. Talk one-on-one, active listening. Reminisce about their childhood. Group activities, taking residents who use wheelchairs out to sit in the sun. Snack time. Craft bulletin boards, decorate for parties and assist with follow-through. Plant flower beds.

V

*Legend explaining acronyms can be found on bottom of Page 3*

# America Reads

Earlham College  
Bonner Center for Service and Vocation  
LBC Rm. 112  
Drawer 206  
Richmond, IN 47374  
Phone: 765-983-1534, 765-983-1893

## **Director/Supervisor and Contact**

Derric Watson, Director BCSV

[watsode@earlham.edu](mailto:watsode@earlham.edu)

## **Description/Mission**

Earlham Reading Partners assist elementary school children with reading and writing skills while increasing their confidence and self-esteem and providing them with positive after-school mentoring experiences.

## **Possible Positions, Tasks, Projects**

Groups of EC volunteers go to community schools to tutor children one-on-one in reading and writing. Joint elementary student and tutor service projects are also planned and implemented during the school year. Transportation to elementary schools is provided.

This program's focus may be changing to math tutoring. Check with the BCSV for details.

**V**

**S**- *if 100% tutoring*

**B**

# Amigos—The Richmond Latino Center

Townsend Center  
855 N. 12th St., Richmond, IN 47374  
Phone: 765-965-5803

## Hours of Operation (English Classes)

M W 6:00pm-8:00pm  
\*Other hours vary as needed

## Supervisor and Contacts

Katie Strohm, Coordinator of Community Programs  
[strohka@earlham.edu](mailto:strohka@earlham.edu)

## Director

Patty Lamson, Coordinator of English Language Program  
765-983-1424  
[patty@earlham.edu](mailto:patty@earlham.edu)

## Description/Mission

Amigos exists to assist Latino families in connecting with the resources they need in Richmond and Wayne County. The English classes are coordinated and led by Earlham students and faculty. Transportation to English classes from campus is provided. The Richmond Interpreters and Translators Association (RITA) and Corazon Latino, a mentoring program for Latino youth, are run by Earlham students under the Amigos umbrella.

## Possible Positions, Tasks, Projects

Tutor in the English classes, Monday and Wednesday 6-8 pm at the Townsend Center. Assist with children's activities; help with special projects such as a newsletter, etc.

# Amigos—The Richmond Latino Center (Continued)

RITA: Help with translations in various community organizations and offices (such as clinics, schools, etc.) Contact the RITA coordinator to be put on the translator list. Students will receive e-mail notifications when translations are needed. Some locations may be within walking/biking distance of campus or transportation may be available, but some locations will be more distant and translators will need to arrange their own transportation.

Corazon Latino: Mentor middle and high school age youth in Richmond.

**V**

**S- if 100% tutoring**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Area 9

## Agency on Aging

520 S. 9th St., Richmond, IN 47374

Phone: 765-966-1795

Fax: 765-962-1190

General e-mail: [area9@indiana.edu](mailto:area9@indiana.edu)

Web site: [www.iue.indiana.edu/departments/area9](http://www.iue.indiana.edu/departments/area9)

### Hours of Operation

M T W R F 8:00am – 4:30pm

### Supervisor and Contact Director

Kathy Bridgford

Tony Shepherd

Assistant Director

Executive Director

[kbridgfo@indiana.edu](mailto:kbridgfo@indiana.edu)

[ashepher@indiana.edu](mailto:ashepher@indiana.edu)

### Description/Mission

To assist older persons and disabled individuals of all ages in leading independent, meaningful and dignified lives in their own homes and communities for as long as possible. Area 9 is one of 16 Area Agencies on Aging in Indiana. It is government funded and provides a wide range of services within a 5-county area.

### Possible Positions, Tasks, Projects

Deliver Meals on Wheels (must have own car). Spend time with an older or disabled person in their home while their primary caregiver does errands or spends some time out of the house.

Help pay bills (read mail aloud, write checks, keep records, etc.).

Case management. Help out in the Area 9 office as receptionist/clerical support and/or helping organize, maintain and staff the information and referral library kept in the office for use by older and disabled people and their caregivers.

Students must enjoy older folks and have a caring personality.

They will not be asked to feed, lift or administer medication to the care receiver.

# Area 9

## Agency on Aging (Continued)

### **Application Process**

Criminal background check required. Orientation and training provided for all positions. Interview approximately 30 minutes.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Birthright

303 S. 6th St., Richmond, IN 47374

Phone: 765-962-7439

Web site: [www.birthright.org](http://www.birthright.org)

## Hours of Operation

M 10:30am 6:30pm

T W R F 10:30am – 4:30pm

\*other times by appointment and 24/7 hotline 800-550-4900

## Supervisor and Contact

Carrie Tucker, Volunteer Coordinator

765-855-3186

## Director

Diane Angilella

Phone: 765-962-7861 (home)

## Description/Mission

Birthright is a women's center, offering pregnancy support and positive, loving alternatives to abortion. Those working with this organization believe it is the right of every pregnant woman to give birth. It is the right of every baby to be born. They offer free pregnancy tests and pregnancy support personally tailored to individual needs. They provide unconditional, non-judgmental love and practical assistance, i.e., referrals to: WIC, Medicaid, adoption agencies, single parenting support, legal assistance, transportation, and emergency housing. Birthright provides maternity clothes, baby clothes, friendship, walking through the pregnancy with the woman, and family involvement. All services are free and completely confidential.

## Possible Positions, Tasks, Projects

Volunteers welcome women to the center for free pregnancy tests, and if pregnant for comprehensive pregnancy support personally tailored to their needs. All services are offered in an atmosphere of non-judgment and unconditional love. Referrals are made to community support agencies and medical facilities

# Birthright (Continued)

on an as-needed basis. Volunteers are also needed in the clothing ministry, laundering donated clothing, as well as garage sale shopping for maternity/baby items. All volunteers must be in philosophical agreement with Birthright's mission. All volunteers must attend six weekly training classes before interacting with women seeking assistance. One training cycle is usually offered each fall and spring.

**V**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Boys & Girls Clubs of Wayne County

## Central Unit

1425 E. Main St.

Richmond, IN 47374

Phone: 765-939-2228

(located in Central United

Methodist Church)

Web site: [www.bgcrichmond.org](http://www.bgcrichmond.org)

## Hours of Operation

Central Unit: M W R F (school year)

2:30pm – 6:30pm

T

1:30pm - 6:30pm

Volunteers/workers most needed: 3:00pm – 5:30pm

Jeffers Unit: M W R F (school year)

2:30pm – 8:00pm

T

1:30pm - 8:00pm

If available, students can arrive earlier to help prepare for kids' arrival

## Supervisor and Contact

Central Unit

David Woolpy, Unit Director

[dwoolpy@bgcrichmond.org](mailto:dwoolpy@bgcrichmond.org)

Jeffers Unit

Larry Stone, Unit Director

[lstone@bgcrichmond.org](mailto:lstone@bgcrichmond.org)

## Director

Bruce Daggy, Executive Director

[bdaggy@bgrichmond.org](mailto:bdaggy@bgrichmond.org)

## Description/Mission

Provide after-school and summer programs for ages 6-18 (most Club members are between 8 and 13). Homework help; computer instruction/practice; recreation; arts and crafts; mentoring; classes on specific topics (e.g., drugs/alcohol, smoking, character building) and skills (e.g., cooking, martial arts).

Mission: To inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible and caring citizens.

*Legend explaining acronyms can be found on bottom of Page 3*

# Boys & Girls Clubs (Continued)

Those interested in serving are encouraged to spend time at both units to determine which will fit them best. Central unit is smaller and has more of a family atmosphere. Jeffers Unit has more space and lots of different programs and opportunities.

## **Possible Positions, Tasks, Projects**

Homework and tutoring, cooking class instructor, library volunteers, group club volunteers, computer lab instructors, coaches and referees, art instructor, drama, martial arts, gym, weight room and games room attendants, eating area attendant, kitchen volunteers, field trips, special events, mentors, etc. Students can create other activities and programs based on their interests, skills and schedule. Students serving at the Boys and Girls Club must be willing to keep a consistent schedule to be determined by student and supervisor.

Summer employment and Bonner summer service opportunities also available at the Club and at Camp Guy.

Note: If school is closed for any reason other than snow days, the Club is open. Check with supervisor for any changes in hours on days schools are closed.

## **Application Process**

Must complete an application and criminal background check form. Background check takes about 2 days to process.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# **C.A.S.A. Court Appointed Special Advocate**

301 E. Main St., Richmond, IN 47374

Phone: 765-973-9314

Fax: 765-973-9423

## **Hours of Operation**

M T W R F 8:00am – 5:00pm (May be possible to volunteer evenings/weekends depending on needs of assigned case(s).)

## **Director/Supervisor and Contact**

Karen Bowen

[casa@co.wayne.in.us](mailto:casa@co.wayne.in.us)

## **Description/Mission**

The CASA Program provides specially selected trained volunteers to advocate for abused and neglected children to ensure their right to live in safe and permanent homes.

The role of the CASA is as follows:

- Independent investigator of the child's situation. This includes interviews and review of records to determine relevant facts.
- Advocate for the child by presenting relevant facts before the court through written and direct testimony focusing on the needs of the child while in foster care and for permanency.
- Facilitator by participating in conferences concerning the child which could include case planning, review conferences, school conferences, mental health assessment conferences.
- Meet with and participate in activities with child to monitor their situation and offer support.

## **Possible Positions, Tasks, Projects**

- Volunteer child advocate full job description in file in BCSV. Must complete self-paced training before cases will be assigned.
- Volunteer advocates are able to largely determine when the hours are most suitable to their schedules.

# C.A.S.A. (Continued)

Other possible volunteer projects include:

-Researching new legislation (federal, state) affecting children and families; program marketing; web site development; researching information about service organizations in Wayne County that assist children and families; assisting with development of a non-profit Friends of CASA program; researching and applying for grants.

## **Application Process**

Application, references, background check, and interview required. Complete process usually takes 3 weeks. Volunteer advocates must be at least 21 years of age. Office volunteers have no age restrictions.

**V**

**B**

# Center City Development/ The Innovation Center

814 East Main St., Suite 1, Richmond, IN 47374

Phone: 765-962-8151

Web site: [www.centercityrwc.com](http://www.centercityrwc.com)  
[www.ruicstartup.com](http://www.ruicstartup.com)

## Hours of operation

M T W R F      8:00am – 5:00pm

## Supervisor and Contact

Julie Bruns, Administrative Assistant

[jeskerbruns@uptownrichmond.com](mailto:jeskerbruns@uptownrichmond.com)

## Director

Renee Oldham, CMSM, Executive Director

[roidham@uptownrichmond.com](mailto:roidham@uptownrichmond.com)

## Description/Mission

The Innovation Center is a not-for-profit community development corporation that has served as the leading advocate for Uptown Richmond for the past twenty years. Its purpose is to be a leading action-oriented community organization; to help small business to continue to grow and prosper, to develop and implement community development projects, and to be a resource that benefits both small and large businesses and community members. Innovation Center provides a variety of services including a small business incubator, training for entrepreneurs and housing rehabilitation. Mission: to facilitate the continual health and prosperity of the central business district and thus the community at large by leading public/private sector community and economic efforts.

# Center City Development/ The Innovation Center (Continued)

## **Possible Positions, Tasks, Projects**

- Help with outreach efforts.
- Conduct needs assessment with local small business owners.
- Serve as liaison helping to increase Earlham student awareness and patronage of locally-owned businesses.
- Special Projects Coordinator: Coordinate planning, funding and implementing events and promotions. Grant and press release writing.
- Administrative Coordinator: perform a variety of clerical duties.

**V I S B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Centerville-Abington Elementary School

200 W. South St.  
Centerville, IN 47330  
Phone: 765-855-5132  
Fax: 765-855-5719  
Web site: [www.centerville.k12.in.us](http://www.centerville.k12.in.us)

## Hours of Operation

M T W R F (school year) 7:30am – 4:00pm

## Supervisor and Contact

Kelly VanWinkle, Assistant Principal  
[kvanwinkle@centerville.k12.in.us](mailto:kvanwinkle@centerville.k12.in.us)

## Director

Paula Hollenberg, Principal  
[phollenberg@centerville.k12.in.us](mailto:phollenberg@centerville.k12.in.us)

## Description/Mission

Centerville Elementary serves as the keystone in an arch linking students and their families with the Centerville/Abington community and the world beyond. Centerville-Abington Elementary School is a grade 3-6 school with a population of 480 students. Various support programs are available to students from pre-school all the way through 6th grade. The school offers an Excel program for academically talented students in grades 3-6, Reading Recovery, summer school remediation, a self-supporting mini-economy program in grade 6, and the LIFT program for students who need extra academic support. Full time faculty members also serve special needs students throughout various academic levels including speech, learning disabilities, mildly mentally disabled and a special needs pre-school. The school also provides a before and after school child-care program

# Centerville-Abington Elementary School (Continued)

called CARES. A few years ago, this program was expanded to provide child care for elementary students during the summer.

## **Possible Positions, Tasks, Projects**

Instruct students one-on-one or in small groups. Read with students. Assist in library. Serve as a computer consultant.

## **Application Process**

Criminal background check required.

**V**

**S**- *if 100% tutoring*

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Centerville-Abington Junior High School

509 Willow Grove Rd.  
Centerville, IN 47330  
Phone: 765-855-5113  
Web site: [www.centerville.k12.in.us](http://www.centerville.k12.in.us)

## **Supervisor and Contact**

David Peine, Counselor  
[dpeine@centerville.k12.in.us](mailto:dpeine@centerville.k12.in.us)

## **Director**

Rick Schauss, Principal  
[rschauss@centerville.k12.in.us](mailto:rschauss@centerville.k12.in.us)

## **Description/Mission**

In partnership with families and the community, educates all students to be life-long learners and responsible citizens.

## **Possible Positions, Tasks, Projects**

Tutoring (basic Language Arts, Sciences, Math, and Foreign Language).

Mentoring- provide a model and motivate students to reach out academically and socially in healthy ways.

Club/Activities Leadership- after school leadership in sponsoring a variety of clubs: photography, dance, drama, newspaper, scrap booking and many others.

## **Application Process**

Criminal background check required. All volunteers must be over 18 years of age.

**V**

**I**

**S**-if 100% tutoring **B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Communities in Schools of Wayne County, Inc.

P.O. Box 1784, 33 S. 7<sup>th</sup> St.

Richmond, IN 47375

Phone: 765-983-2263

Web site: [www.ciswayneco.org](http://www.ciswayneco.org)

## Hours of Operation

M T W R F 8:00am – 5:00pm

## Director/Supervisor and Contact

Vivian Ashmawi, Executive Director

[viviana@parallax.ws](mailto:viviana@parallax.ws)

## Description/Mission

To champion the connection of needed community resources with schools to help young people value learning, stay in school, and prepare for life as contributing community members. CISWC believes that every student needs and deserves these 5 basics: A personal, one-on-one relationship with a caring adult, a safe place to learn and grow, a healthy start and a healthy future, a marketable skill to use upon graduation, and a chance to give back to peers and the community.

CISWC has site coordinators in all five school systems in Wayne County, including a coordinator in each of the Richmond Community Schools, who coordinate activities to insure that students throughout Wayne County have access to the 5 basics.

## Possible Positions, Tasks, Projects

Communities in Schools is the best point of entry for anyone interested in tutoring/mentoring at any of Richmond's public schools. The coordinator is aware of specific needs and can help students find a placement. See the Richmond Community Schools entry in this directory for a list of schools and the names

*Legend explaining acronyms can be found on bottom of Page 3*

# Communities in Schools of Wayne County, Inc. (Continued)

and contact information for the coordinators at each school. Opportunities to mentor and tutor students of all ages but especially at the middle and high school levels. Help needed both during the school day and after school. Both individual tutoring and group study table opportunities are available. Mentors/tutors must have a strong commitment to prompt arrivals and consistent service to students. Most of the coordination between mentor/tutor service and the student(s) will take place with the site's CIS site coordinator.

## **Application Process**

Criminal background check required. Orientation provided to all volunteers.

**V**

**S**-if 100% tutoring

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Community Action of East Central Indiana (CAECI) Head Start

P.O. Box 1314, 1845 W. Main St.  
Richmond, IN 47374  
Phone: 765-966-7733

## Hours of Operation

M T W R F Business office 8:00am – 5:00pm  
T W R F Head Start classrooms (am session) 8:00am – 11:30am  
(pm session) 12:30pm – 4:00pm

## Supervisor and Contact

Carrie Stewart, Parent/Community Volunteer Coordinator  
765-966-7733 ext. 230  
[cstewart@caeci.org](mailto:cstewart@caeci.org)

## Director

Melisa Lingar, Head Start Director  
765-966-7733 ext. 240  
[mlingar@caeci.org](mailto:mlingar@caeci.org)

## Description/Mission

Head Start is a federal program which provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. CAECI Head Start is dedicated to making a difference in the lives of eligible children and their families in Wayne County. A continuum of comprehensive services are offered to families, which include developmentally appropriate curriculum, transportation, health,

*Legend explaining acronyms can be found on bottom of Page 3*

# Community Action of East Central Indiana (CAECI) Head Start (Continued)

and nutrition with community and family partnerships that build on the strengths of each family.

## **Possible Positions, Tasks, Projects**

Volunteers assist the classroom teachers, working and supporting the children in their learning. Also need volunteers fluent in Spanish (and sometimes other languages) to work with children and parents for whom English is not their first language.

Interested in volunteer able to lead age-appropriate music activities with pre-schoolers. Other opportunities for volunteers include assisting with parent outreach through design of written materials and assisting with parent support and training sessions, assisting with training sessions, attending field trips, and possibly some minor clerical tasks. Any special skills or talents or hobbies that a volunteer can share with the students is helpful.

## **Application Process**

A criminal background check is required. A volunteer form must be filled out. A short orientation to the program, with responsibilities and opportunities will be provided. Volunteers planning to serve more than 8 hours per month are required to have a TB test.

**V**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Conflict Resolution Center

P.O. Box 1564

Richmond, IN 47375

Office: Indiana University East, 325 Middlefork Hall

Positive Alternatives: 1717 South L St. (Jeffers Boys and Girls Club)

Phone: 765-973-8511

Web site: [www.conflictrescenter.org](http://www.conflictrescenter.org)

**\* The Center is currently not staffed. Please e-mail the supervisor and contact below if interested.**

Volunteers needed 10:00am – 1:00pm for Positive Alternatives. Must be available during this entire block on one or more days per week.

## **Board President/Supervisor and Contact**

Newell Pledger-Shinn

[pledgne@earlham.edu](mailto:pledgne@earlham.edu)

## **Description/Mission**

Mission: Providing affordable, accessible mediation services for the people of East-Central Indiana. CRC aims to provide a variety of programs to educate the community about non-violent resolution of conflicts and the mediation process.

*At the time this directory is being printed, the organization is undergoing re-organization. While more services and opportunities may become available later in the year, the Positive Alternatives program is the only definite program utilizing Earlham volunteers at this time.*

## **Possible Positions, Tasks, Projects**

*Positive Alternatives:* providing daily conflict resolution class as part of a program for suspended and expelled middle and high school students hosted by the Jeffers Boys and Girls Club.

Volunteers' duties include: planning 90 minute conflict resolution skills lessons using the Help Increase the Peace

*Legend explaining acronyms can be found on bottom of Page 3*

# Conflict Resolution Center (Continued)

curriculum; filling out log-book on number of students, lesson agenda for day, and brief account of how the day went/recommendations for next day's team of facilitators; meeting regularly outside lesson planning, to share successes, concerns and feelings about how program is going. Must participate in training before facilitating.

**V**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Cope Environmental Center

4910 Shoemaker Rd.  
Centerville, IN 47330  
Phone: 765-855-3188  
Web site: [www.copeenvironmental.org](http://www.copeenvironmental.org)

## Hours of Operation

M T W R F 9:00am – 5:00pm

Trails are open to the public for hiking from dawn to dusk, seven days a week. Office hours for walk-in visitors without an appointment are T W R 1:00 pm - 5:00 pm

## Supervisor and Contact

Jeremy Mussoni, Facilities & Grounds Director  
[j.mussoni@copeenvironmental.org](mailto:j.mussoni@copeenvironmental.org)

## Program Director

Aubrey Blue  
[a.blue@copeenvironmental.org](mailto:a.blue@copeenvironmental.org)

## Director

Stephanie Hays-Mussoni  
[s.hays@copeenvironmental.org](mailto:s.hays@copeenvironmental.org)

## Development Director

Alison Zajdel  
[a.zajdel@copeenvironmental.org](mailto:a.zajdel@copeenvironmental.org)

## Description/Mission

Cope Environmental Center promotes the sustainable use of the Earth's resources through education, demonstration, and research. Cope offers a variety of seasonally appropriate activities for school children such as maple sugaring in early spring. There is a Sustainable Living Demonstration Home on the grounds to show how an existing home can be made more energy efficient and environmentally friendly through relatively simple alterations, (purchase of certain appliances and products, etc.). An extensive network of hiking trails is open to the public, and the center has a

# Cope Environmental Center (Continued)

large collection of conifers including trees native to this area as well as trees from around the world.

## **Possible Positions, Tasks, Projects**

Facilities and Grounds- Tasks include mowing, maintaining trails, weeding and tending gardens. Follow up with Jeremy Mussoni.

Program- Tasks include preparing for and assisting with events and school groups. Follow up with Aubrey Blue

Administrative- Tasks include answering phones, greeting visitors, computer work and preparing mailings. Those with skills can also assist with newsletter and web site. Follow up with Alison Zajdel

Research- Tasks include research for grants, finding information to be used in signage and pamphlets for the trails, locating information about green products and living sustainably. Also- public relations, press releases, and marketing.

## **Application Process**

For quickest response, those interested in volunteering or student employment should visit the Cope web site and fill out the application there and follow up with an e-mail to Jeremy (or to the specific person noted above if interested in a particular area of work) to schedule an interview. Criminal background check required for volunteers who help with children's programs.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# **FIND Center Adult and Alternative Education**

900 S. L St., Richmond, IN 47374

Phone: 765-973-3486

[rcs.k12.in.us](http://rcs.k12.in.us)

## **Hours of Operation**

M T W R F

Office: 7:30am – 4:00pm

Classes: 8:30am – 8:00pm

English as new language classes – T R 6:00pm – 8:00pm

Alternative program for 1<sup>st</sup> & 2<sup>nd</sup> year HS students – 8:20am – 3:10pm

Alternative program for 3<sup>rd</sup> & 4<sup>th</sup> year HS students – 3:30pm – 5:30pm

Alternative to expulsion program for MS students – 8:20am – 3:10pm

Alternative to expulsion program for HS students – 3:30pm – 5:30pm

Adult GED classes – T W R 8:30am – 8:00pm (morning, afternoon and evening sessions)

Adults seeking HS diploma – T W R 5:00pm – 8:00pm

## **Director/Supervisor and Contact**

Susan Hively, Director of Achievement

765-973-3000

[shively@rcs.k12.in.us](mailto:shively@rcs.k12.in.us)

## **Description/Mission**

The FIND Center operates several different alternative education programs for middle and high school students as well as adults.

They run alternative high school programs for students who are unable to work well within the normal high school structure including parents, students who have trouble focusing on several subjects at once or have other learning style differences and gifted students. They also run alternatives to expulsion programs for middle and high school students. They give adult learners

# **FIND Center Adult and Alternative Education (Continued)**

with less than 12 years of education the help they need to improve and/or pass the GED or obtain their high school diploma. They also help adult learners of English as a new language.

## **Possible Positions, Tasks, Projects**

All of the programs could use tutors and classroom aides. In addition to individually paced work, teachers in each of the programs bring students together for group activities for academic learning, development of socialization skills and service learning. Teachers can provide volunteers with training in tutoring and other skills. Great opportunities for anyone interested in a career in education.

Help with office work and short-term projects.

**V**

**S**- *if 100% tutoring*

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Friends Fellowship Community

2030 Chester Blvd., Richmond, IN 47374

Phone: 765-962-6546

Web site: [www.ffcinc.org](http://www.ffcinc.org)

## Hours of Operation

M T W R F Sa Su 24 Hours

Volunteers most needed: M T W R F Sa Su Between 9:00am – 8:00pm

## Supervisor and Contact

Melissa Russell, Director of Resident Services, Volunteer Workers

Phone: 765-962-6546, Ext. 429

[mrussell@ffcinc.org](mailto:mrussell@ffcinc.org)

## Director

Jeffrey L. Baxter, President

Phone: 765-962-6546, Ext. 421

[jbaxter@ffcinc.org](mailto:jbaxter@ffcinc.org)

## Description/Mission

Friends Fellowship Community, Inc. is a not-for-profit retirement community sponsored by Indiana Yearly Meeting of Friends to provide a continuum of residential and health care for older adults. They are committed to providing quality services through the promotion of dignity, security and independence within a gracious environment. They encourage each resident to maximize his/her physical, social, spiritual, emotional and psychological well-being.

## Possible Positions, Tasks, Projects

Participating in and/or leading a variety of programs and activities involving residents. Opportunities include educational, recreational, fitness, spiritual and social with individuals and

# Friends Fellowship Community (Continued)

groups on a continuum ranging from those living independently to individuals in a comprehensive nursing care setting and a special care dementia facility. One-time projects welcomed with notice. Hours vary depending upon type of volunteer work.

## **Application Process**

Volunteers must sign authorization form for criminal background check. There is no charge for the background check. Volunteers must be at least 14 years old.

**V**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Galileo Charter School

855 N. 12<sup>th</sup> St., Richmond, IN 47374

Phone: 765-983-3709

Web site: [www.galileocharterschool.org](http://www.galileocharterschool.org)

## Hours of Operation

M T W R F 7:30am- 5:00pm

## Supervisor/Contact

Sharrie Harlin, Community Outreach Coordinator

[sharlin@galileocharterschool.org](mailto:sharlin@galileocharterschool.org)

## Director

Kevin L. Handley, Sr., Chief Academic Officer

Phone: 765-983-3709

[khandley@galileocharterschool.org](mailto:khandley@galileocharterschool.org)

## Description/Mission

Galileo is a public school for grades K-3. Based on the cornerstones of literacy, character development, and self-esteem, the mission of Galileo Charter School is to educate children in a community of mutual respect, to inspire a life-long love of learning, and to develop contributing members of our global community. Galileo's focus on child centered learning works with parents as partners in all aspects of child's education. Special classes are offered to each student: art music, activities, Spanish, Esteem Builders, (self esteem curriculum), and Heartwood Ethics (character education curriculum), along with all core classes. The school also runs an after-school program.

# Galileo Charter School (Continued)

## **Possible Positions, Tasks, Projects**

Volunteers can assist in classrooms, tutor and help with the after-school program. Spanish speakers can help with language classes and work with Spanish-speaking students. Would like to start an after-school drama club, environmental club, cooking class and other themed clubs or programs that might meet once or twice a week during the after-school time. Volunteers with particular interests, talents and skills can initiate new clubs and activities in consultation with supervisor.

## **Application Process**

Criminal background check required. Application, interview and training will take one week.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Girls Incorporated of Wayne County

P.O. Box 43, 121 N. 10th St.  
Richmond, IN 47375  
Phone: 765-962-2362  
Fax: 765-939-8562

## Hours of Operation

M T W R F (School Year) 12:00pm – 6:00pm

\* If school closed for the day, center is closed.

## Supervisor and Contact

Karen Poling, Program Director

[kpoling@girlsincwayne.org](mailto:kpoling@girlsincwayne.org)

## Director

Beth Harrick, Director

[bharrick@girlsincwayne.org](mailto:bharrick@girlsincwayne.org)

## Description/Mission

The mission of Girls Incorporated of Wayne County is to provide opportunities, through educational activities and formal programs, for girls to become confident and responsible members of their community; to help girls overcome the effects of discrimination; and to serve as a vigorous advocate for girls – focusing attention on their special needs. Girls Inc's after school program for girls aged 6-14 provides programming and activities that encourage them to become strong, smart, and bold.

## Possible Positions, Tasks, Projects

Looking for individuals to provide strong leadership and positive role modeling with girls and who are committed to the mission of Girls Inc. Tasks include: planning and organizing before girls' arrival, homework help, snack distribution, structured lessons and activities.

*Legend explaining acronyms can be found on bottom of Page 3*

# Girls Incorporated of Wayne County (Continued)

Volunteers are welcome to share their skills and knowledge and to design lessons and programs as well as presenting lessons from the organization's curriculum. Administrative positions also available.

**V I S B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Habitat For Humanity Of Greater Richmond

Office: 1114 S. F Street, Richmond, IN 47374

Home construction locations at sites around Richmond.

Phone: 765-962-5986

Web site: [www.habitatrichmondin.org](http://www.habitatrichmondin.org)

## Hours of Operation

M T W R F (Office) 8:00am – 5:00pm

W Construction volunteers needed 12:30pm – 4:00pm

Sa Construction volunteers needed 8:00am – 3:00pm

Other times are possible with prior arrangement.

## Director/Supervisor and Contact

Mindy M. Reece, Executive Operations Manager

[mindymae@verizon.net](mailto:mindymae@verizon.net)

## Description/Mission

Habitat for Humanity works in partnership with God and people everywhere to develop affordable housing for God's people in need so that they can fulfill their dream of becoming homeowners.

## Possible Positions, Tasks, Projects

No previous experience required. Training provided. Would love more volunteers working in their office as well as volunteers helping with actual home construction.

-Construction volunteer: (can accommodate individuals or groups of up to 25) assist in the construction of homes.

-Volunteer Coordinator: Greet and orient volunteers at construction site. Arrange for food donations for volunteer meals. Help with volunteer recruitment and retention.

-Research Projects: Developing and launching a local fund-raising campaign with support from staff and other volunteers;

# Habitat For Humanity Of Greater Richmond (Continued)

writing procedural manuals for local committees, especially family support and selection committees; and assessing the feasibility of opening a Habitat Re-Store in Richmond and developing a business plan. Habitat will provide guidance to anyone wishing to take on one or more of these projects regardless of experience level.

-Video production: Help film, edit and produce for distribution a video about the local Habitat chapter to promote its work.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Hand-in-Hand Adult Day Care of Richmond

2727 E. Main St., Richmond, IN 47374

Phone: 765-966-0852

Web site: [www.adcofrichmond.com](http://www.adcofrichmond.com)

General e-mail: [info@adcofrichmond.com](mailto:info@adcofrichmond.com)

## Hours of Operation

M T W R F 7:00am –5:30pm

## Supervisor and Contact

Ladonna Tucker and Cathy Witte, Co- Program Coordinators

## Director

Johanna Hensley, Executive Director

## Description/Mission

All adults are worthy of respect and deserve to be valued regardless of financial circumstance, physical, emotional, social or mental impairment. Staff and volunteers at Adult Day Care encourage, laugh with, support and protect frail, elderly, impaired adults and their families with structured activities, nurturing relationships and professional care of body and spirit. Established 1988.

## Possible Positions, Tasks, Projects

Assist staff to publish newsletter, facilitate Caregiver Survey. Program Aides- assist fulltime staff with activities; offer one-on-one interactions with clients; develop relationships with participants. Assist with intergenerational activities with pre-school children and Adult Day Care clients (mornings only).

# **Hand-in-Hand Adult Day Care of Richmond (Continued)**

## **Application Process**

Complete application. Criminal background check required.

**V I S B**

*Legend explaining acronyms can be found on bottom of Page 3*

# HELP The Animals, Inc.

2101 W. Main St., Richmond, IN 47374

Phone: 765-962-6811

Web site: <http://www.helptheanimalsinc.com>

## Hours of Operation

T W R F Sa 1:00pm – 5:00pm open to public

\*Hours for service may extend beyond public hours

## Supervisor and Contact

Justine Kahler Bell

[helptheanimalsinc@gmail.com](mailto:helptheanimalsinc@gmail.com)

## Director

Sandy Hansen

## Description/Mission

No kill shelter for cats and dogs. Mission: to provide humane care for animals in need; to educate the public about animal needs; to be a resource to facilitate the handling of animals in need to the extent of our resources; to house and place animals by adoption to qualified owners; and to operate in a manner that is consistent with the state law and local ordinances.

HELP shelters an average of 60 dogs and 100 cats daily, and adopt out at a rate of approximately 20 animals monthly. All animals leave HELP fully immunized and already neutered.

HELP also sponsors a number of animal advocacy programs within the community. Three low-cost immunization clinics are offered each year vaccinating approx. 1,500 animals. Volunteers also manage a feral cat program by humanely trapping, neutering and returning cats to their environment. HELP also shares over 50,000 lbs. of food regularly with other area shelters as a result of the generosity of the local Purina warehouse.

# HELP the Animals, Inc.

## (Continued)

### **Possible Positions, Tasks, Projects**

*Red Team:* Assist with animal socialization, fund-raisers and special events. A group of Earlham students organized by Earlham Animal Advocates goes to the shelter Saturday afternoons to socialize animals and helps with fund-raising.

*Blue Team:* Works with dogs so they can pass their Canine Good Citizen Test, making them more adoptable. Class currently takes place Tuesdays 5:30-6:30p. Must be available to work with the same dog consistently throughout the class.

*Orange Team:* Greeters working with people interested in adopting a pet. Put together adoption packets.

*Green Team:* Trap, neuter and release of feral cats. Must have access to a car and be available evenings and early mornings to help set out and pick up traps.

Bonnors and work-study students may be assigned other duties and will be expected to take more leadership and responsibility in their service.

### **Application Process**

Visit HELP's web site, click on Volunteers and fill out the online application.

Orientation/training required before can begin volunteering. Be sure to clearly state if you are a Bonner or a work-study student on your application and again during orientation.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Human Rights Commission, City of Richmond

50 N. 5<sup>th</sup> St., Richmond, IN 47374

Phone: 765-983-7235

Web site: [www.richmondindiana.gov](http://www.richmondindiana.gov)

## Hours of Operation

M T W R F

8:00am – 4:30pm

## Director/Supervisor and Contact

Ronald Church, Director

[rchurch@ci.richmondindiana.gov](mailto:rchurch@ci.richmondindiana.gov)

## Description/Mission

The mission of the Richmond Human Rights Commission is to promote equal opportunity without regard to race, color, creed, religion, sex, national origin, ancestry, religion or disability in employment, education, housing and public accommodations.

The Human Rights Commission is also charged with the responsibility to protect employers, real estate brokers, property owners and others from unfounded charges of discrimination.

## Possible Positions, Tasks, Projects

Help with research related to investigations of discrimination claims. Help develop educational materials and presentations related to the mission of the Commission. Must possess good research skills and enjoy carrying out investigative research.

Excellent opportunity for pre-law students.

## Application Process

Will be asked to submit a resume and participate in an interview.

**V I S B**

*Legend explaining acronyms can be found on bottom of Page 3*

# The Independent Living Center of Eastern Indiana

1818 W. Main St., Richmond, IN 47374

Phone: 765-939-9226

Web site: [www.ilcein.org](http://www.ilcein.org)

## Hours of Operation

M T W R F

9:00am – 5:00pm

\*other hours by appointment

## Supervisor and Contact

Dean Turner, Administrative Director

Phone: 765-939-9226 Ext. 104

[dturner@ilcein.org](mailto:dturner@ilcein.org)

## Director

Jim McCormick, Executive Director

[jimm@ilcein.org](mailto:jimm@ilcein.org)

## Description/Mission

The Independent Living Center, which serves a 7-county area, is dedicated to assisting disabled persons in maintaining their independence through a variety of programs such as advocacy, information and referral, peer mentoring and independent living skills and services.

## Possible Positions, Tasks, Projects

Contribute to the development of outreach, diversification, and consumer programs and projects. Assist in daily administrative duties including correspondence, filing, printing, copying, and general support.

**Application Process:** Criminal background check required.

Must be at least 18. Application, interview and training.

*See list in BCSV office for more details.*

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Junior Achievement of Eastern Indiana, Inc.

300 Hub Etchison Pky., Richmond, IN 47374

Phone: 765-962-0503

Web site: <http://www.ja.org>

General e-mail: [jaei@parallax.ws](mailto:jaei@parallax.ws)

## Hours of Operation

M T W R F

8:00am – 5:00pm

## Supervisor and Contact

Larrin Davis, Program Director

## Director

Marcy Crull, Executive Director

[mcrull@parallax.ws](mailto:mcrull@parallax.ws)

## Description/Mission

Junior Achievement (JA) educates and inspires young people to succeed in a global economy.

## Possible Positions, Tasks, Projects

JA enables volunteers/role models to share their education, business and life experiences with students to show them what it takes to be successful. JA's age-appropriate economic education, financial literacy, and success skills-building programs are designed for kindergarten through twelfth grade students. Volunteers visit a classroom once a week (45 minutes/lesson), for 5-6 weeks, presenting JA's dynamic, hands-on materials and activities. Training and materials are provided to volunteers. Must provide own transportation to assigned school. Approximately 1- 1 ½ hours preparation before each week's lesson. Through JA, you can gain valuable solo classroom teaching experience, hone your presentation skills, and choose

# Junior Achievement of Eastern Indiana (Continued)

the semester, grade, school and time that best fits your volunteer schedule. Volunteers must be punctual and committed as lessons must occur at scheduled times.

**V**

**I**-check w/*Internship Coordinator* **B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Mayor's Office, City of Richmond

50 N. 5<sup>th</sup> St., Richmond, IN 47374

Phone: 765-983-7208

Web site: [www.richmondindiana.gov](http://www.richmondindiana.gov)

## Hours of Operation

M T W R F

8:00am – 5:00pm

## Director/Supervisor and Contact

Mayor Sally Hutton

[mayor@ci.richmond.in.us](mailto:mayor@ci.richmond.in.us)

Maria Beeler, Administrative Assistant

[mbeeler@ci.richmond.in.us](mailto:mbeeler@ci.richmond.in.us)

## Description/Mission

Richmond is a city of approximately 39,000 people. The City of Richmond is committed to partnering and cultivating unique relationships with our local learning institutions, supporting the needs of our youth and our community and providing the opportunity for involvement in quality programming that provides vital community service skills and experience.

## Possible Positions, Tasks, Projects

Opportunities to work in various city departments. Regular volunteer, one time projects or seasonal projects such as Spring/Fall Neighborhood clean-up, parades, distributing flyers. Research, planning and zoning issues and business plans for various departments. Possible issues include housing/homelessness, environmental issues, neighborhood development and other issues addressed in Richmond's strategic plan (available on the city's web site). Please refer to the file in the BCSV for detailed information.

# Mayor's Office, City of Richmond (Continued)

Recycling project: Volunteers are needed to continue a project to increase awareness of and implementation of sustainable practices in the city building such as recycling. Volunteers collect, weigh and record recycling and design educational bulletin boards and displays. They will also coordinate canvassing of neighborhoods to increase awareness and utilization of the city's curbside recycling program. Other opportunities to work on projects on sustainability to enhance and preserve Richmond's designation as a CLEAN City and in conjunction with the Richmond Wayne County Environmental Action Council.

**V**

**I**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Meridian Services

16 SW 5<sup>th</sup> St., Richmond, IN 47374

Phone: 765-983-2220

## Hours of Operation

M T W R F            8:00am-5:00pm plus some evening groups

## Supervisor and Contact

Mandy Jack, Site Manager

[jackam@meridian.org](mailto:jackam@meridian.org)

## Director

Bob Coles, Vice President

[colesr@meridiansc.org](mailto:colesr@meridiansc.org)

## Description/Mission

To promote and improve the mental health and quality of life of individuals in the communities we serve. Meridian services is a leading advocate for the mental health needs of individuals and families. Services are provided to people with chronic mental illness, people with developmental disabilities and children and families involved in foster care and adoption.

## Possible Positions, Tasks, Projects

Projects will vary but can include: Helping organize donations (clothes, etc.), helping run groups by assisting group leader and van drivers, helping with clerical work, organizing bulletin boards and community referral information, and helping staff with special projects in the community (info. Fairs, etc).

# Meridian Services (Continued)

## Application Process

TB test, drug screening and background check required.  
Orientation provided. This can take two to three weeks from time of application. Must be 18 years of age or older.

**V**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# National Alliance on Mental Illness of East Central Indiana N.A.M.I.

498 NW 18<sup>th</sup> St., House #7  
Richmond, IN 47374  
(Richmond State Hospital grounds)  
Phone: 765-996-4094

Hours of Operation  
M W F 10:00am – 2:00pm

## **Supervisor and Contact**

Cindy Imel, Executive Board Member and Office Manager  
[namieastcentral@comcast.net](mailto:namieastcentral@comcast.net)

## **Director**

Jennifer Claypool, President  
Phone: 765-983-8103  
[jennwr@dunncenter.org](mailto:jennwr@dunncenter.org)

## **Description/Mission**

N.A.M.I. is dedicated to the improvement of the quality of life for persons who are affected by mental illness, by providing education, support and research. Local affiliate of national organization.

## **Possible Positions, Tasks, Projects**

N.A.M.I. East Central provides education & support for mental health consumers, their families, and professionals. Anyone else interested in assisting, with regular monthly meetings, support groups, and special events such as the 4<sup>th</sup> of July Picnic and Christmas Party (300-500 attendees) are encouraged to attend meetings to gain insight on the impact of mental illness. Volunteers are needed to cover office hours to answer phones, provide information to others, and especially to do typing/computer work.

**Application Process:** Interview required.

**V**

**I**

*Legend explaining acronyms can be found on bottom of Page 3*

# Parks and Recreation, City of Richmond

Mailing address: 50 N. 5<sup>th</sup> St., Richmond, IN 47374

Park office: 2200 E. Main St. (Glen Miller Park)

Senior Community Center: 1600 S. 2<sup>nd</sup> St.

Phone: 765-983-7275

Web site: <http://richmondindiana.gov>

Click on Parks and Recreation

## Hours of Operation

M T W R F

8:00am – 5:00pm (office)

7:00am – 3:30pm (labor)

## Director/Supervisor and Contact

William Thistlethwaite, Park Superintendent

Phone: 765-983-7244

[billt@ci.richmond.in.us](mailto:billt@ci.richmond.in.us)

## Description/Mission

Richmond maintains a number of parks throughout the city which vary widely in size, facilities and programs. The parks sponsor a number of events and activities for people of all ages. Many Parks Department-sponsored activities take place at other locations including Richmond schools and the senior citizens' center.

Mission: to provide a safe and affordable place where the community can learn and have fun in a beautiful environment

## Possible Positions, Tasks, Projects

Assist with event planning and marketing.

Assist with ongoing and one-time children's programs which include programs in schools on Tuesday afternoons, monthly nature programs for kids and seasonal and holiday events.

# **Parks and Recreation, City of Richmond (Continued)**

Help with events at the Senior Community Center. Activities take place weekdays throughout the day and Tuesday and Wednesday evenings.

Maintenance of park grounds and facilities.

Forestry analysis/Arbor analysis (looking for a volunteer who knows about trees to help them assess the health of existing trees and make recommendations about kinds of trees to plant).

**V**

**I**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Pauline Trueblood

## Child Development Center

Mailing address: EC Drawer 274, Richmond, IN 47374

Location: Stout Meetinghouse (Earlham campus)

Phone: 765-983-1445

### **Director/Supervisor and Contact**

Melissa Semler

[semleme@earlham.edu](mailto:semleme@earlham.edu)

### **Description/Mission**

Mission: to provide child-centered daycare for children ages 2-5 in a loving, secure and stable environment; encourage gender and racial equality as well as non-violence; encourage children to interact with their social and physical world. The Learn Through Play Method has been proven extensively through Harvard Research. Teachers work to provide the best education, applying a balanced mix of Learn Through Play and academics, taking into account the individual needs of each child.

### **Possible Positions, Tasks, Projects**

Caregivers to play and actively interact with the children, assist in serving snacks and lunches, attend to physical and hygiene needs of the children. Help ensure safety of the play area and provide discipline in a non-judgmental manner. Journaling: writing stories dictated by students. Reading groups: reading books then asking questions about story. Writing group: assisting and imitating the correct way to hold pencil. Write letters. Craft groups: coming up with craft projects that pertain to our weekly theme. Language groups: teaching a program for Foreign Language. Sport group: teaching any sport student excels in. Music group: singing or teaching an instrument.

# Pauline Trueblood Child Development Center (Continued)

\*Bonners who wish to do service at this site after their first year **must** demonstrate increased responsibility by designing and teaching specific skills or taking on another ongoing project.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Peer Information Center for Teens

380 Hub Etchison Pky., Richmond, IN 47374 (Richmond High School)  
Phone: 765-973-3389  
Fax: 765-973-3316

## **Director/Supervisor and Contact**

Sue Routson, Director  
[sroutson@rcs.k12.in.us](mailto:sroutson@rcs.k12.in.us)

Maralyn Love, Assistant

## **Description/Mission**

Mission: to provide trained teens to serve as role models, aid with decision making, assist with clear communication skills, make appropriate referrals to adults or agencies, and provide conflict mediation services to same age and younger peers throughout the Richmond Community School System. A diverse group of Richmond High School students complete a class in which they are trained as peer helpers. They then serve as mediators, mentors, tutors and positive role models to peers and younger students.

## **Possible Positions, Tasks, Projects**

Earlham volunteers accompany Peer Helpers to classrooms at other Richmond schools while they present prevention education workshops and interaction activities. Transportation from RHS to other schools is provided. Help create activities on Mondays; produce and document presentations on the other days of the week.

# Peer Information Center for Teens (Continued)

Commitment requires same RHS class hours on Monday and any other day of the week that volunteer is available. Rehearsals are on Mondays and presentations on other days. Volunteer needs to bond with and work with same group of Peer Helpers for a trimester.

## **Application Process**

Criminal background check required.

# Reid Hospital & Health Care Services

1100 Reid Pkwy., Richmond, IN 47374

Phone: 765-983-3152

Web site: [www.reidhospital.org](http://www.reidhospital.org)

## Hours of Operation

Volunteer department Open M T W R F 7:30am – 4:00pm

Hospital Open 24/7; hours for service flexible

## Supervisor and Contact

Krista Thornsberry, Volunteer Director

[Krista.thornsberry@reidhospital.org](mailto:Krista.thornsberry@reidhospital.org)

## Description/Mission

Wholeness--in body, mind and spirit--is basic to fulfillment of human potential. Reid Hospital and Health Care Services and its people work with others to enhance wholeness for all those we serve. Our convictions include commitment to: compassion, service, value, excellence. These convictions are expressed daily through C.A.R.E. principles, the active demonstration of courtesy, attitude, respect, enthusiasm. These principles are directed toward those we are privileged to serve and among all of us who serve.

## Possible Positions, Tasks, Projects

Volunteers are utilized in all areas of the hospital. Availability of particular volunteer positions is dependent on need and current volunteer staffing levels. Unit assistant, Nursing Unit, Library, Information Desk/Lobby (2-4 hour shift), Chaplain Aid Assistant, working on grounds, Emergency Registration. Angel in Emergency Room assisting staff and patients (4 hour shift). Volunteers are limited in what they can do as many functions must be performed by medical staff. Volunteers can do things

# Reid Hospital & Health Care Services (Continued)

such as delivering mail and flowers to patients, running errands for nursing staff, pouring water and combing hair of patients, talking with lonely patients, transporting patients in wheelchairs who are being released, etc.

## **Application process**

Criminal background check and TB test (administered by hospital) required. Must complete application and take part in orientation. Applications are available in BCSV. Whole process usually takes a couple of weeks.

**V**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Richmond Art Museum

350 Hub Etchison Pky., Richmond, IN 47374

Phone: 765-966-0256

Web site: [www.richmondartmuseum.org](http://www.richmondartmuseum.org)

Hours of Operation

T W R F 10:00am – 4:00pm

Su 1:00pm – 4:00pm

Director/supervisor and Contact:

Shaun Dingwerth, Executive Director

[shaund@rcs.k12.in.us](mailto:shaund@rcs.k12.in.us)

## **Description/Mission**

The Richmond Art Museum is located within the Richmond High School complex. It showcases local and regional artists as well as offering a wide range of educational programs and competitions for children, teens and adults. In addition to the visual arts, the museum also showcases film through an independent film series and other activities. Mission: to be the premier dynamic visual art collection and education center, serving all in our region.

## **Possible Positions, Tasks, Projects**

The museum organizes a multi-cultural exhibition titled “Art is...” for Wayne County students in kindergarten through 3<sup>rd</sup> grade. Each year’s exhibit focuses on a particular country or region of the world, exposing nearly 2,000 young students to another culture (food, dress, music, etc.) as well as to art. Volunteers are needed to help set up the exhibit and to lead activities with groups of children. Assist with community outreach programs. Assist with film series and Phantoscope High School Film Festival, a statewide event where students show films they have made. Assist with mounting exhibitions and provide information about exhibits to visitors (museum hosts 7 exhibitions annually). Assist with lectures, workshops and special

*Legend explaining acronyms can be found on bottom of Page 3*

# Richmond Art Museum (Continued)

events. Working with collection (e.g., cataloging).  
Administrative.

\*Bonners serving at this site must focus on work with students or underserved populations in the community.

**V**                      **I**                      **S**                      **B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Richmond Community Schools

See separate page for list of schools and contact information.

Web site: [www.rcs.k12.in.us](http://www.rcs.k12.in.us)

## Hours of Operation

**M W R F** 7:50am – 2:40pm

**T** 7:50am – 1:49pm (elementary schools)

**M W R F** 8:15am – 3:30pm

**T** 8:15am – 2:49pm (middle and high schools)

**First day of classes for students: August 18, 2009**

**Last day of classes for students: June 4, 2009**

**2009-10 school breaks: October 29-30, November 26-27,**

**December 21-January 3, March 29-April 2**

## Director

Dr. Allen Bourff, Superintendent

765-973-3300

## Description/Mission

Richmond Community Schools is the public school system in Richmond. The system includes 9 elementary schools serving kindergarten through grade 6, 2 middle schools serving grades 7 and 8 and Richmond High School serving grades 9-12. The Early Learning Center provides pre-school programming for children ages 3-5. Schools closest to Earlham include Dennis Middle School, Richmond High School and Westwood Elementary.

Mission: Richmond Community Schools in Partnership with the community will help all children believe in themselves, respect others, and experience the joy of learning. Through effective teaching, children will first learn the basic skills, including thinking skills, using words, numbers and ideas. In addition, children will be given the opportunity to learn more of what they want and need to know. Adults will model behavior that will

# Richmond Community Schools (Continued)

teach children to resolve conflict successfully, take risks with new ideas, and understand that they can err without being judged.

## **Possible Positions, Tasks, Projects**

Bonus clubs: Richmond High School will offer a club period each Thursday from 1:30 to 2:30, and the middle schools will offer a bonus club period once a month on Tuesday afternoon. Volunteers are needed to help with clubs. Clubs focus on a huge range of activities. A few examples are skateboarding, drama, environmental awareness, jewelry making, community service and chess. Volunteers with a new idea for a club they'd like to help with can propose it. *Schools really want Earlham student participation with these clubs.*

In addition, schools have a variety of differing needs during the school day. Some also run after-school programs where volunteer help is needed. It is best to contact individual schools to ascertain their needs. Most schools are looking for the following types of volunteer assistance:

- Tutoring (individual or group) and helping in learning labs.
- Working with students who are in the early stages of learning English (most often Spanish is their first language). Also, assisting with translation at parent-teacher conferences, etc.
- Working with students with disabilities/special needs.

\*Richmond Community Schools has adopted a dress code for all students, teachers, staff and volunteers available on the RCS web site.

## **Application Process**

Criminal background check required. 30-minute orientation.

# Richmond Community Schools (Continued)

|  |  |
|--|--|
| <b>Elementary Schools</b>  |  |
| Early Learning &<br>Family Literacy Center<br>Kathy Parker<br><a href="mailto:kparker@rcs.k12.in.us">kparker@rcs.k12.in.us</a><br>973-3416<br>315 NW 3 <sup>rd</sup> St. | Elizabeth Starr Academy<br>Amy Gibb<br><a href="mailto:amyg@rcs.k12.in.us">amyg@rcs.k12.in.us</a><br>973-3426<br>301 N. 19 <sup>th</sup> St.   |
| Charles Elementary<br>Beth Ann Stein<br><a href="mailto:beths@rcs.k12.in.us">beths@rcs.k12.in.us</a><br>973-3441<br>2400 Reeveston                                       | Vaile Elementary<br>Bob McFarland<br><a href="mailto:robertm@rcs.k12.in.us">robertm@rcs.k12.in.us</a><br>973-3433<br>300 S. 14 <sup>th</sup> St.   |
| Crestdale Elementary<br>Kathryn Fansher<br><a href="mailto:kathrynf@rcs.k12.in.us">kathrynf@rcs.k12.in.us</a><br>973-3415 X 5364<br>701 Crestdale                        | Westview Elementary<br>Amanda Wilson<br><a href="mailto:wilsona@rcs.k12.in.us">wilsona@rcs.k12.in.us</a><br>973-3445<br>1707 SW A St.  |
| Fairview Elementary<br>Jackie Limburg<br><a href="mailto:Jacqueline@rcs.k12.in.us">Jacqueline@rcs.k12.in.us</a><br>973-3442<br>60 NW L St.                               | <b>Middle Schools</b>  |
| Garrison Elementary<br>Jo-Ann Slier<br><a href="mailto:joanns@rcs.in.us">joanns@rcs.in.us</a><br>973-3431<br>4138 Niewoehner   | Dennis Middle School<br>Andre Gordon<br><a href="mailto:andreg@rcs.k12.in.us">andreg@rcs.k12.in.us</a><br>Early College @ Dennis<br>Renee Morris<br><a href="mailto:parthenam@rcs.k12.in.us">parthenam@rcs.k12.in.us</a><br>973-3495<br>222 NW 7 <sup>th</sup> St. |
| Highland Heights<br>TBA<br>973-3408<br>1751 E. Chester   | Test Middle School<br>Bobbie Howell<br><a href="mailto:bobbieh@rcs.k12.in.us">bobbieh@rcs.k12.in.us</a><br>973-3412<br>33 S. 22 <sup>nd</sup> St.  |
| C.R. Richardson Elementary<br>Felicia Mohler<br><a href="mailto:feliciam@rcs.k12.in.us">feliciam@rcs.k12.in.us</a><br>973-3429<br>1215 S. J St.                          |  |
|  |  |

*Legend explaining acronyms can be found on bottom of Page 3*

|   |
|---|
| <b>High School</b>  |
| Richmond HS<br>Kris Lopresti<br><a href="mailto:krisl@rcs.k12.in.us">krisl@rcs.k12.in.us</a><br>973-3352<br>Dia Hogg<br><a href="mailto:diah@rcs.k12.in.us">diah@rcs.k12.in.us</a><br>973-3394<br>380 Hub Etchison Pky. |
| <b>Additional Programs</b>  |
| New English learners (entire system)<br>Tammy Rhoades<br><a href="mailto:tammyr@rcs.k12.in.us">tammyr@rcs.k12.in.us</a><br>973-3433   |
| New English learners at RHS<br>Nancy Winn<br><a href="mailto:nancyw@rcs.k12.in.us">nancyw@rcs.k12.in.us</a><br>973-3424   |
| Exceptional Student Ed. (for various disabilities)<br>Lou Dickman<br>973-3398   |
| FIND Center GED & Alt.<br>Susan Hively<br><a href="mailto:shively@rcs.k12.in.us">shively@rcs.k12.in.us</a><br>973-3486<br>900 S. L St.  |

**V**

**S- if 100% tutoring**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Richmond Community Schools Mentoring/Study- Buddy Program

300 Hub Etchison Pky., Richmond, IN 47374

Phone: 765-973-3329

Web site: [www.rcs.k12.in.us](http://www.rcs.k12.in.us)

## **Director/supervisor and Contact:**

Catherine McConnaughay, Community Resource Coordinator

[communityresources@rcs.k12.in.us](mailto:communityresources@rcs.k12.in.us)

## **Description/Mission**

RCS mentoring volunteers dedicate their time, talent and resources toward strengthening student competence, character, and confidence.

## **Possible Positions, Tasks, Projects**

Volunteers serve as positive role models for public school students. Volunteers meet for 30 minutes once a week with students, usually during the student's lunch period.

Study Buddies, elementary school volunteers, work one-on-one; Mentors, middle school volunteers, may work with individual students or a small group of students.

Volunteer responsibilities include: attend and be on time for meetings with students, to encourage students to do their best, and to emphasize the importance of education.

Volunteers are assigned the school and lunchtime that best fit their schedule.

## **Application Process**

Criminal background check required. 30-min volunteer training.

**V**

**B**

# Richmond Family YMCA

2023 Chester Blvd., Richmond, IN 47374

Phone: 765-962-7504

E-mail: [yceo@comcast.net](mailto:yceo@comcast.net)

## Hours of Operation

M T W R F

5:30am – 9:00pm

Sa

8:00am – 4:00pm

## Director/Supervisor and Contact

Porter Miller CEO/Executive Director

[porterm@richmondfamilyymca.org](mailto:porterm@richmondfamilyymca.org)

## Description/Mission

The Richmond Family YMCA offers a variety of recreation, sports and fitness programs to children and adults. For example, they are the only place in town that offers opportunities for pre-schoolers to play soccer.

Mission: To put Christian principles into practice through programs that build Spirit, Mind and Body for all.

## Possible Positions, Tasks, Projects

Youth sports volunteer coaches

Youth sports site supervisor

Member services desk clerk

Specific program instructor – you have a skill, lets see if there is interest (sport, fitness, arts, music, open)

Child care – after-school, summer camp, Christmas camp

\*Seasonal Projects available during the school year.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Richmond Friends School

607 W. Main St., Richmond, IN 47374

Phone: 765-966-5767

Web site: [www.richmondfriendsschool.org](http://www.richmondfriendsschool.org)

General e-mail: info@richmondfriendsschool.org

## Hours of Operation

M T W R F

7:45am – 5:30pm

\*Volunteers needed 9:00am – 5:30pm

## Director/Supervisor and Contact

Marcie D. Roberts, School Coordinator

## Description/Mission

Richmond Friends School (RFS) is a small school serving students in pre-kindergarten through grade 6. RFS is run by the Religious Society of Friends (Quakers) but is open to children of all backgrounds. RFS is committed to providing a quality educational experience for each child, creating an environment that nurtures individual intellectual, emotional, creative, spiritual, and physical gifts within a community that is explicitly framed by principals of the Religious Society of Friends. We believe that each child is unique and gifted in diverse ways and that all children have intellectual gifts. RFS will help children recognize and build their strengths while also recognizing and nurturing under-developed talents and the joy of learning.

## Possible Positions, Tasks, Projects

Office Administrator's Assistant

Classroom Assistants- working with teachers, 9:00am – 3:00pm.

Providing additional support; sometimes one on one student help.

Lunch/recess Aides- 11:30am – 12:30pm. Assist staff with lunch.

After-School Care- assisting lead care provider 3pm-5pm with alternative activities and supervision daily.

# Richmond Friends School (Continued)

## **Application Process**

Criminal background check required. Interview, tour, orientation, and paperwork will take approximately 1 hour.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Richmond State Hospital

498 NW 18th St., Richmond, IN 47374

Phone: 765-966-0511

Web site: [www.richmondstatehospital.org](http://www.richmondstatehospital.org)

## Hours of Operation

24 hours a day, 7 days a week

Volunteers most needed 8:00am-8:00pm

## Supervisor & Contact

Tara Jamison, Community Relations Director

[Tara.Jamison@fssa.state.in.gov](mailto:Tara.Jamison@fssa.state.in.gov)

## Director

Jeffrey Butler, Superintendent

[Jeffrey.butler@fssa.state.in.gov](mailto:Jeffrey.butler@fssa.state.in.gov)

## Description/Mission

Richmond State Hospital is a residential, behavioral health care facility which provides psychiatric and chemical dependency treatment. It serves adolescent, adult and geriatric populations. Those served have problems that require inpatient treatment with the goal of returning individuals to the community when they are able to function successfully there. The school which operates on the grounds is part of Richmond Community Schools serving Richmond State Hospital residents. Mission: to provide individualized, quality holistic behavioral healthcare with respect, dignity and caring.

## Possible Positions, Tasks, Projects:

Friend to Friend: develop a one-to-one relationship with an adult resident. Talk, play games, socialize.

Matching volunteers one-on-one with male adolescent residents for mentoring and socializing. Male volunteers to serve as role models especially sought.

Vast range of other volunteer possibilities including opportunities that do and do not involve direct patient interaction. *Not just for*

# Richmond State Hospital (Continued)

*psych majors!* For example, those interested in environmental science and biology could assist with grounds projects.

Patients attend Rehab and Recovery Classes. Students may assist during classes. Examples: Current Events, Journal Writing, Meditation, Money Management, Crafts, Gardening, Sports, Social Skills. Assist with after-school and recreational activities for adolescent male patients. Help kids learn bike repair and maintenance, working on bikes donated to the hospital. Assist chaplain as he makes his rounds and interacts with patients. Looking for volunteer or work-study students to monitor a break area during the evening where patients can hang out and to interact informally with patients.

Other options include: tree identification, pond development, museum categorization, history of hospital, research, data entry, computer training, art mural, greenhouse, recycling, wrapping holiday and birthday gifts for all residents.

Staff is open to volunteer interests so be sure to let them know the kind of tasks/projects you would be most interested in completing.

## **Application Process**

Criminal background check and TB test required. Application and confidentiality form must be completed. Complete process takes approximately 2 weeks.

**V I S B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Richmond Symphony Orchestra

380 Hub Etchison Pky., P.O. Box 982, Richmond, IN 47375  
Phone: 765-966-5181  
Web site: [www.richmondsymphony.org](http://www.richmondsymphony.org)

## Hours of Operation

**M T W R F** 9:00am – 4:00pm

## Director/Supervisor and Contact

Vikki Johnson, Executive Director  
[vikki@richmondsymphony.org](mailto:vikki@richmondsymphony.org)

## Description/Mission

The mission of the Richmond Symphony Orchestra is to enhance the quality of life in East Central Indiana and West Central Ohio by providing symphonic music of the highest caliber in live performances and music education in the schools and community.

## Possible Positions, Tasks, Projects

Document creation, filing, bulk mailings, meeting preparation, ticket sales, local errand running, (poster delivery, ad copy – pick up, etc.), file creation, general office housekeeping, copying, binding, CD burning.

## Application Process

Submit resume. Interview. Will take approximately 2 weeks to complete process.

**V**

**S**

**I**

*Legend explaining acronyms can be found on bottom of Page 3*

# Right Sharing of World Resources

101 Quaker Hill Dr., Richmond, IN 47374

Phone: 765-966-0314

Fax: 966-0325

Web site: [www.rswr.org](http://www.rswr.org)

## Hours of Operation

M T W R F

9:00am – 5:00pm

## Supervisor and Contact

Cindi Goslee, Proposals Coordinator

[cemg@verizon.net](mailto:cemg@verizon.net)

## Director

Roland Kreager, General Secretary

[rswr@rswr.org](mailto:rswr@rswr.org)

## Description/Mission

RSWR is a Quaker organization which supports grassroots income generating projects in the developing world and encourages economic discipleship among Friends in the United States. We work primarily with newly established and small organizations in the developing world (mostly in Africa and India). Our grants support innovative income generating projects for women.

## Possible Positions, Tasks, Projects

RSWR interns may choose to work and learn in some of the following areas: Assisting in processing grant proposals from potential RSWR project partners. Participating in bi-annual RSWR board meetings in which grant selections are made. Awareness building and educational workshops with adults, teens and children. A wide variety of opportunities to learn about administration of a non-profit, social justice organization. Assist

# Right Sharing of World Resources (Continued)

with quarterly newsletter and writings for publication on related RSWR topics. Research opportunities in social justice, economic empowerment and/or spiritual basis of social action. Assist the organization in social networking via the internet.

## **Application Process**

Call to schedule an interview.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Rock Solid Ministries / Petra Program

1024 E. Main St., Richmond, IN 47374

Phone: 765-962-5099

## Hours of Operation

T W R F Su 9:00am-2:00pm

Meals served T from about 4:00pm-6:00pm and

Su about noon-2:00pm

## Director/Supervisor and Contact

Pastor David Eales

[rocksolid1024@att.net](mailto:rocksolid1024@att.net)

## Description/Mission

We are an inner city mission ministry. We are a need-based ministry called to serve the weary, hurting and challenged with the love and acceptance of Jesus Christ, the life-changing power of the Holy Spirit, and Biblical teaching and programs geared to improve their standard of life. Our service could best be described as a mission. We serve hot meals twice a week, serving over 250 meals each week. We offer 12 step addiction meetings twice a week. Our Sunday church service is casual with no dress code. We see 75-150 at each meal, 10-25 at each addiction meeting and 45-75 on Sunday mornings. We want to open a free wellness clinic and a Christ-Based residential drug program. We also offer extensive information about need based programs offered by other organizations.

## Possible Positions, Tasks, Projects

Tuesday & Sunday: kitchen help, serving, sitting down and conversing with people during meal/offering fellowship, clean-up after meals. Those with music and other talents would be welcome to play music, read or tell stories, etc. during meals. On Tuesdays help is needed beginning at 2:30 to prepare for the meal. Other: cleaning of church, ministry to indigent (listening,

*Legend explaining acronyms can be found on bottom of Page 3*

# Rock Solid Ministries / Petra Program (Continued)

connecting with community resources, etc.), miscellaneous office work. Crew needed to help clean up areas periodically. Should have people skills and possess patience. Some we work with are “street people,” drug addicts, alcoholics, criminals, severely poor, and illiterate.

**V**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Rosegate Village

2050 Chester Blvd., Richmond, IN 47374  
Phone: 765-935-4440  
General e-mail: [rosegatevillage@zeronet.com](mailto:rosegatevillage@zeronet.com)

## Hours of Operation

Open 24/7  
Volunteers most needed 8:00am – 8:00pm

## Supervisor and Contact

Cathy Orr, Activities Director  
Sharlene George, Director of Marketing  
[lsghope@msn.com](mailto:lsghope@msn.com)

## Director

Amy Gum, Administrator

## Description/Mission

Provides short-term therapy for post operative patients and patients recovering from a fall. We provide long term care for the aged and daytime respite care for home bound patients.  
Mission: Special Care for Special People. For-profit company.

## Possible Positions, Tasks, Projects

One-on-one visiting, sharing time, active listening, reading to residents, baking cookies, popping corn and delivering to residents on a weekly basis. Assist with art, crafts, games or music on an individual or group basis. Reminisce with Alzheimer's residents. Pet therapy. Take residents who use wheelchairs outside. Help with seasonal parties and decorating bulletin boards in themes from past. Build and hang bird houses.

**Application Process:** TB test (at no cost to volunteer) required.

**V**

# Seton Elementary School

801 W. Main St. (Grades 3-6)  
700 N. A St. (pre-school, grades K-2)  
Richmond, IN 47374  
Phone: 765-962-4877  
Web site: [www.setonelem.org](http://www.setonelem.org)

## Hours of Operation

M T W R F 8:00am – 3:00pm

## Director/Supervisor and Contact

Cindy Johnson, principal  
[setonprincipal@setonelem.org](mailto:setonprincipal@setonelem.org)

## Description/Mission

Seton is a Catholic elementary school. Mission: Worship, Academics, Community and Service.

## Possible Positions, Tasks, Projects

Tutoring. Assisting special needs students. After school sports. Clerical office help, library program, supervising students during recess, assisting on field trips, assisting as room parents, collecting or making things for teachers to use in class.

## Application Process

Criminal background check required.

**V**

**S- if 100% tutoring**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Special Olympics Wayne County

Wayne County organization run by volunteers from their homes.  
Activities take place at sites in the Wayne County area.  
Phone: 800-742-0612 (Indiana state office)  
Web site: [www.soindiana.org](http://www.soindiana.org)

## **Hours of Operation**

Varies with current sport

## **Director/Supervisor and Contact**

Check web site for current Wayne County coordinator e-mail link

## **Description/Mission**

Special Olympics provides year-round sports training and athletic competition in a variety of Olympic-type sports for persons eight years of age and older with mental handicaps. Sports include bowling, basketball, winter games, track and field, horseshoes and golf. Would like to add Bocce and volleyball.

## **Possible Positions, Tasks, Projects**

Assist the coach in each of the sports, or if needed coach a sport. Assist with fund-raising activities including selling concessions at Earlham home football games. Assist with special events and activities.

Qualifications include patience, dependability and consistent attendance of practices, and an enjoyment of working with the mentally challenged.

**V**

**B**

# Starr-Gennett Foundation

33 S. 7th St., Richmond, IN 47374

Phone: 765-962-2860

Web site: [www.starrgennett.org](http://www.starrgennett.org)

General e-mail: [info@starrgennett.org](mailto:info@starrgennett.org)

## Hours of Operation

M T W R F 9:00am – 5:00pm

Some opportunities available outside office hours.

## Director/Supervisor and Contact

Terri Hardy, Program Director

[thardy@starrgennett.org](mailto:thardy@starrgennett.org)

## Description/Mission

The mission of the Starr-Gennett foundation is to promote and preserve the legacy of Gennett Records and its parent organization, the Starr Piano Company. Once headquartered in Richmond, Indiana, the Starr Piano Company launched a recording division in 1915 that recorded, manufactured, and distributed 78 rpm phonograph records, the majority of which featured the company's Gennett record label. Many popular music pioneers including Louis Armstrong, Uncle Dave Macon, Thomas A. Dorsey, Charley Patton, Duke Ellington, Gene Autry, the Mills Brothers, and even Lawrence Welk recorded in the Gennett studios. The number and importance of these early jazz, blues, gospel, and old-time country artists is astonishing.

## Possible Positions, Tasks, Projects

**Curator of Education-** implement the Starr-Gennett lesson plans and curriculum guides in area schools. Implement curriculum on history of Gennett Records and the Starr Piano Company with 3rd and 4th graders. *(Bonners may fill this position, but other opportunities do not qualify as Bonner service.)*

# Starr-Gennett Foundation (Continued)

**Special Events Assistant**-Help coordinate and produce publicity materials, programs and thank-you letters. Coordinate event logistics and schedules.

**Assistant to the Project Coordinator**-Collections management, research, general administrative support, enter membership information into database, produce online newsletter and update web site, assist with special events.

Must be detail-oriented, very thorough and accurate and able to produce quality work independently following training.

**One-time volunteers** also needed to carry out a variety of duties for the Walk of Fame celebration on September 12, 2009. Set-up/clean-up, help with children's activities, provide information to people attending, etc.

V

S

B

# **Sunrise, Inc.**

## **Therapeutic Riding for the Handicapped**

2670 Minneman Rd., Richmond, IN 47374  
Phone: 765-935-4291

### **Hours of Operation**

9:00am – 8:00pm

### **Director/Supervisor and Contact**

Joan Clark, Director/Volunteer Coordinator  
(765) 935-0787  
[shclark41@hotmail.com](mailto:shclark41@hotmail.com)

### **Description/Mission**

The program provides horseback riding instruction to children and adults with various disabilities. Amazing and worthwhile for volunteers to see balance, rhythm, strength, small motor ability, speech, socialization and much more improve. Mission: To help children and adults to progress physically, mentally, and socially, with a life consisting of happiness, courage and self-esteem. Sunrise is an affiliate of the North American Riding for the Handicapped Association (NARHA).

### **Possible Positions, Tasks, Projects**

- Horse handlers; side walkers (must have equine experience)
- Class assistants (1-3 per rider); horse grooming; tack cleaning (no experience required; training provided).
- Assist with special events (horse shows and workshops)
- In time, interested volunteers may progress to leading and teaching lessons under supervision of instructor.

# **Sunrise, Inc. Therapeutic Riding for the Handicapped (Continued)**

-Qualifications for all positions include being friendly, helpful, sympathetic and safety-conscious. Red Cross First Aid and CPR certification desirable.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Townsend Community Center

855 N. 12th St., Richmond, IN 47374  
Phone: 765-965-5800

## Hours of Operation

M T W R F 8:30 am-5:30 pm

M T W R 6:00pm – 9:00pm (teen nights)

Occasional weekend field trips/special events

Volunteers most needed 2:30 pm – 5:30 pm and for teen nights

## Director/Supervisor and Contact

Mona Mayberry, Executive Director  
[monamayberry@yahoo.com](mailto:monamayberry@yahoo.com)

## Description/Mission

The Townsend Community Center opened in 1921 and was named for the first African American to be elected to the Indiana legislature in 1834. The center operates after-school and summer programs for children and opens its recreational facilities to teens on weekday evenings. Mission: to help improve the civic, educational, recreational, and economic lives of children and adults of Richmond and Wayne County regardless of race, creed, or color.

## Possible Positions, Tasks, Projects

Minds in Motion: Mentoring groups for young boys & girls

Tutoring: helping students with homework, reading, and math after school.

Game room attendant: monitor activities in game room.

Coordinate weekly tournament.

Computer room attendant: monitor activities on computer.

Youth Sports & Fitness: Gym/Sports attendant-monitor activities in gym. Coordinate and teach different sports and gym games.

Coordinate weekly tournaments.

Teen Nights: Volunteers to supervise and serve as role models.

*Legend explaining acronyms can be found on bottom of Page 3*

# Townsend Community Center (Continued)

The Center is also open to volunteers interested in teaching one-time or short-term classes on whatever topic they like (dance, cooking, art, languages, etc.). They are also eager for international students to come and make presentations about their culture.

All volunteers must love children, be willing to interact with them and learn from them and be able to teach in a non-threatening way.

## **Application Process**

Criminal background check required. Must complete application and be interviewed. On-site orientation provided.

**V I S B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Wayne County Health Clinic

203 E. Main St., Richmond, IN 47374  
Phone: 765-973-9294

## Hours of Operation:

M T W R F 8:00am -- 5:00pm

## Supervisor and Contact

Kimberly Flanigan, RN, Clinic Supervisor  
Phone: 765-973-9243  
[kflanigan@wayneco.us](mailto:kflanigan@wayneco.us)

## Director

Eric Coulter, Ed.D, Executive Director

## Description/Mission

The Wayne County Health Department is dedicated to the advancement of the health of the residents of Wayne County. We serve the community by providing treatment, services, education, and prevention in an effort to assist our residents in achieving the highest attainable level in a healthy environment. At the public health clinic, we provide health care in an ambulatory setting. All ages, including obstetrical clients are seen. Assists with health education and promotion to the community through health fairs and television, public service announcements and workshops.

## Possible Positions, Tasks, Projects

Clerical duties such as compiling information packets, new patient packets, making copies, filing, computer spreadsheets in excel, making patient appointments, reminder calls, compiling stats, calling patients from waiting room, compiling paperwork and information for Health Fairs/Flu Clinics. Help with intake at clinic and at health fairs in the community.

# Wayne County Health Clinic (Continued)

## **Application Process**

Criminal background check may be required on a case by case basis. Application and interview. Volunteers must be 18 years of age or older.

**V**

**S**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Wayne County Historical Museum

1150 North A St., Richmond, IN 47374

Phone: 765-962-5756

Fax: 765-939-0909

Web site: [www.waynecountyhistoricalmuseum.com](http://www.waynecountyhistoricalmuseum.com)

General E-mail: [officewchm@verizon.net](mailto:officewchm@verizon.net)

## Hours of Operation

M T W R F 9:00am – 4:00pm

Sa Su 1:00pm – 4:00pm (Closed Su during Jan. and  
Feb.) Special projects may take place other hours.

## Director/Supervisor and Contact

Jim Harlan, Executive Director

[harlanjd@aol.com](mailto:harlanjd@aol.com)

## Description/Mission

Mission: to educate, promote, cultivate, collect, preserve, and interpret the heritage of Wayne County and the surrounding area and illustrate this area's role in American culture.

## Possible Positions, Tasks, Projects

Cataloging, exhibits, research, youth services, craft demonstrations, tech expert, fundraising.

**V**

**I**

**S**

*Legend explaining acronyms can be found on bottom of Page 3*

# Wayne County WIC (Women, Infants & Children) Program

2230 Chester Blvd., P.O. Box 487, Richmond, IN 47375  
Phone: 765-983-8044

## Hours of Operation

|       |                  |
|-------|------------------|
| M T R | 8:30am – 5:00pm  |
| W     | 10:30am – 7:00pm |
| F     | 8:30am – 3:00pm  |

Volunteers most needed: W evenings, T and R

## Director/Supervisor and Contact

Tracy Fortman, RD, Director  
[tracyf@dunncenter.org](mailto:tracyf@dunncenter.org)

## Description/Mission

WIC is a special supplemental food and nutrition education program for pregnant, postpartum and breast feeding women, infants, and children up to five years of age. It is funded by the federal government.

## Possible Positions, Tasks, Projects

Spanish language interpreter: assist staff in interpreting for client appointments and translating written materials.

Child care assistant: care for children while their mothers are meeting with staff.

Students interested in a possible career in public health are always welcome. Possible projects might be helping with program outreach or updating the agency's referral list.

**V**

**B**

# Westwood Tutoring Program

2001 W. Main St., Richmond, IN 47374

Phone: 765-983-1893

## Hours of Operation

M T W R 4:00pm – 6:00pm

## Director/Supervisor and Contact

Erin Crooks and Corey Lawson, Co-conveners

[Emcrooks08@earlham.edu](mailto:Emcrooks08@earlham.edu) [calawson07@earlham.edu](mailto:calawson07@earlham.edu)

Jana Schroeder, Faculty Advisor

[schroja@earlham.edu](mailto:schroja@earlham.edu)

Phone: 765-983-1276

## Description/Mission

This recognized Earlham student organization provides an after-school tutoring/mentoring/recreation program for the children of the Jerry Geier Apartments, a low-income, public housing complex in the Westwood neighborhood 4 afternoons a week.

Transportation provided from and to campus for tutors. Mission: to facilitate the mutual learning of Earlham College students and of the children living in the Westwood public housing complex, while providing an empowering tutoring program for kids and opportunities for meaningful experiences and skill development for the Earlham College Students.

## Possible Positions, Tasks, Projects

Tutor and mentor the children and work with the tenants' association at the complex. Need people interested in planning creative and empowering activities for kids. This site also provides the opportunity to participate in the planning and organization of a student run program. Varied levels of involvement welcome but must make and keep a regular schedule and participate in required training.

**V**

**S** - *if 100% tutoring*

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# W C T V

## Whitewater Community Television

2325 Chester Blvd., Indiana University East, Hayes Hall, Lower  
Level  
Richmond, IN 47374  
Phone: 765-973-8488  
Web site: [www.wctv.info](http://www.wctv.info)

### **Hours of Operation**

M T W R F 8:30am – 4:30pm (office hours)  
Volunteers most needed: Nights and weekends

### **Director/Supervisor and Contact**

John Schuerman, Interim Director  
[jschuerm@indiana.edu](mailto:jschuerm@indiana.edu)

### **Description/Mission**

WCTV is a community access television station, dedicated to providing outreach through the use of public educational and governmental channel access for programs produced by, or of interest to, residents of the Wayne County/ East-Central Indiana region.

### **Possible Positions, Tasks, Projects**

WCTV needs studio and field camera operators on a weekly basis, as well as technical support in other areas on special remote productions. All city and county meetings and many other civic activities are filmed for broadcast. Individuals can also produce programs on topics that would be of interest to the local community. WCTV also encourages students to submit their own work for broadcast.

# W C T V

## Whitewater Community Television (Continued)

*\*Bonners interested in serving at this site must take on duties that focus on interaction with and within Richmond/Wayne County and/or programs whose topics are of particular interest to disadvantaged or underserved populations in our community. Technical work in the studio not connected with a project where a student has spent time in the community and/or interacting with community members and assisting with other types of programs will not count as Bonner service.*

**V**

**I**

**B**

*Legend explaining acronyms can be found on bottom of Page 3*

# Subject Index

This index lists opportunities according to issues addressed by the service or populations served to aid in locating opportunities of interest. Some agencies have opportunities that fall under multiple headings.

## ADULTS

|   |    |
|---|----|
| Achieva Resources .....   | 10 |
| Amigos—The Richmond Latino Center .....                                 | 14 |
| Birthright.....   | 18 |
| Center City Development/Innovation Center.....                          | 24 |
| FIND Center Adult and Alternative Education.....                        | 37 |
| Habitat For Humanity Of Greater Richmond.....                           | 45 |
| Human Rights Commission, City of Richmond.....                          | 51 |
| Mayor’s Office City of Richmond .....                                   | 55 |
| Meridian Services.....  | 57 |
| National Alliance on Mental Illness of East Central Indiana N.A.M.I. .. | 59 |
| Richmond State Hospital .....   | 78 |
| Rock Solid Ministries / Petra Program.....                              | 83 |
| Special Olympics Wayne County.....                                      | 87 |
| Wayne County Health Clinic .....  | 94 |
| Wayne County WIC (Women, Infants & Children) Program .....              | 97 |
| W C T V Whitewater Community Television.....                            | 99 |

## ANIMALS

|   |    |
|---|----|
| HELP The Animals, Inc. ....                               | 49 |
| Sunrise, Inc. Therapeutic Riding for the Handicapped..... | 90 |

## THE ARTS

|  |    |
|--|----|
| Community Action of East Central Indiana Head Start..... | 31 |
| Galileo Charter School.....                              | 41 |
| Richmond Art Museum.....                                 | 68 |
| Richmond Symphony Orchestra .....                        | 80 |
| Starr-Gennett Foundation .....                           | 88 |

**CHEMICAL DEPENDENCY/SUBSTANCE ABUSE**

Richmond State Hospital .....78

**CHILDREN (AGES 5-12)**

America Reads.....13  
Boys & Girls Clubs of Wayne County .....20  
C.A.S.A. Court Appointed Special Advocate .....22  
Centerville-Abington Elementary School.....26  
Communities in Schools of Wayne County, Inc.....29  
Cope Environmental Center .....35  
Galileo Charter School.....41  
Girls Incorporated of Wayne County .....43  
Junior Achievement of Eastern Indiana, Inc.....53  
Parks and Recreation, City of Richmond.....60  
Richmond Art Museum.....68  
Richmond Community Schools .....70  
Richmond Community Schools Mentoring/Study-Buddy Program.....74  
Richmond Family YMCA .....75  
Richmond Friends School .....76  
Seton Elementary School.....86  
Special Olympics Wayne County.....87  
Starr-Gennett Foundation .....88  
Sunrise, Inc. Therapeutic Riding for the Handicapped.....90  
Townsend Community Center.....92  
Westwood Tutoring Program.....98

**DISABILITIES, PERSONS WITH**

Achieva Resources .....10  
Area 9 Agency on Aging.....16  
Hand-in-Hand Adult Day Care.....47  
The Independent Living Center of Eastern Indiana.....52  
National Alliance on Mental Illness of East Central Indiana N.A.M.I. ...59  
Richmond Community Schools .....70  
Richmond State Hospital .....78  
Seton Elementary School.....86  
Special Olympics Wayne County.....87  
Sunrise, Inc. Therapeutic Riding for the Handicapped.....90

*Legend explaining acronyms can be found on bottom of Page 3*

**ECONOMIC EDUCATION/DEVELOPMENT**

Center City Development/Innovation Center.....24  
Junior Achievement of Eastern Indiana, Inc.....53  
Right Sharing of World Resources.....81

**ELDERLY PERSONS**

Alterra Sterling House of Richmond.....12  
Area 9 Agency on Aging.....16  
Friends Fellowship Community .....39  
Hand-in-Hand Adult Day Care.....47  
Parks and Recreation, City of Richmond.....60  
Rosegate Village.....85

**ENGLISH AS A SECOND LANGUAGE**

Amigos—The Richmond Latino Center .....14  
Community Action of East Central Indiana (CAECI) Head Start.....31  
Corazon Latino, see Amigos  
FIND Center Adult and Alternative Education.....37  
Richmond Community Schools .....70  
RITA (Richmond Interpreters and Translators Association), see Amigos  
Wayne County WIC (Women, Infants & Children) Program .....98

**ENVIRONMENTAL**

Cope Environmental Center.....35  
Galileo Charter School.....41  
Mayor’s Office, City of Richmond .....56  
Parks and Recreation, City of Richmond.....61

**GOVERNMENTAL**

C.A.S.A. Court Appointed Special Advocate .....22  
Human Rights Commission, City of Richmond.....54  
Mayor’s Office City of Richmond .....55

**HEALTH CARE/EDUCATION**

Alterra Sterling House of Richmond.....12  
Friends Fellowship Community .....39  
Reid Hospital and Health Care Services .....66  
Rock Solid Ministries/Petra Program.....83

*Legend explaining acronyms can be found on bottom of Page 3*

|  |    |
|--|----|
| Wayne County Health Clinic .....   | 94 |
| Wayne County WIC (Women, Infants & Children) Program .....               | 97 |
| <b>HISTORY</b>   |    |
| Starr-Gennett Foundation .....   | 88 |
| Wayne County Historical Museum.....                                      | 96 |
| <b>HOUSING/HOMELESSNESS</b>  |    |
| Habitat For Humanity Of Greater Richmond.....                            | 45 |
| Human Rights Commission, City of Richmond.....                           | 52 |
| Mayor’s Office, City of Richmond .....                                   | 56 |
| Rock Solid Ministries / Petra Program.....                               | 83 |
| <b>HUNGER RELIEF</b>   |    |
| Rock Solid Ministries / Petra Program.....                               | 83 |
| <b>MEDIA</b>   |    |
| Richmond Art Museum.....   | 68 |
| W C T V Whitewater Community Television .....                            | 99 |
| <b>MENTAL HEALTH</b>   |    |
| Meridian Services.....   | 57 |
| National Alliance on Mental Illness of East Central Indiana N.A.M.I. ... | 59 |
| Richmond State Hospital .....  | 78 |
| <b>MENTORING</b>   |    |
| Boys & Girls Clubs of Wayne County .....                                 | 20 |
| Communities in Schools of Wayne County, Inc.....                         | 29 |
| Corazon Latino, see Amigos   |    |
| Galileo Charter School.....  | 41 |
| Girls Incorporated of Wayne County .....                                 | 43 |
| Peer Information Center for Teens .....                                  | 64 |
| Richmond Community Schools Mentoring/Study-Buddy Program.....            | 74 |
| Townsend Community Center.....   | 92 |
| Westwood Tutoring Program.....   | 98 |

**MUSEUMS**

Richmond Art Museum.....68  
Wayne County Historical Museum.....96

**PARENTING EDUCATION**

Birthright.....18  
Community Action of East Central Indiana (CAECI) Head Start.....31  
Meridian Services.....57  
Wayne County WIC (Women, Infants & Children) Program .....97

**PRE-SCHOOL AGE CHILDREN**

Community Action of East Central Indiana (CAECI) Head Start.....31  
Pauline Trueblood Child Development Center .....62  
Richmond Community Schools .....70  
Richmond Family YMCA .....75  
Seton Elementary School.....86  
Wayne County WIC (Women, Infants & Children) Program .....97

**PREGNANCY SUPPORT**

Birthright.....18  
Wayne County WIC (Women, Infants & Children) Program .....97

**RECREATION AND SPORTS**

Boys & Girls Clubs of Wayne County .....20  
Galileo Charter School.....41  
Girls Incorporated of Wayne County .....43  
Parks and Recreation, City of Richmond.....60  
Richmond Family YMCA .....75  
Special Olympics Wayne County.....87  
Sunrise, Inc. Therapeutic Riding for the Handicapped.....90  
Townsend Community Center.....92  
Westwood Tutoring Program.....98

**TEENS**

Boys & Girls Clubs of Wayne County .....20  
C.A.S.A. Court Appointed Special Advocate .....22  
Centerville-Abington Junior High School .....28  
Communities in Schools of Wayne County, Inc.....29  
Conflict Resolution Center .....33

*Legend explaining acronyms can be found on bottom of Page 3*

|  |    |
|--|----|
| FIND Adult and Alternative Education ..... | 37 |
| Girls Incorporated of Wayne County .....   | 43 |
| Peer Information Center for Teens .....    | 64 |
| Richmond Art Museum.....                   | 68 |
| Richmond Community Schools .....           | 70 |
| Richmond State Hospital.....               | 78 |
| Townsend Community Center.....             | 92 |

**TRANSLATION**

|  |    |
|--|----|
| Amigos—The Richmond Latino Center .....                              | 14 |
| Community Action of East Central Indiana (CAECI) Head Start.....     | 31 |
| Richmond Community Schools .....                                     | 70 |
| RITA (Richmond Interpreters and Translators Association), see Amigos |    |
| Wayne County WIC (Women, Infants & Children) Program .....           | 97 |

**TUTORING**

|  |    |
|--|----|
| America Reads.....                               | 13 |
| Amigos—The Richmond Latino Center .....          | 14 |
| Boys & Girls Clubs of Wayne County .....         | 20 |
| Centerville-Abington Elementary School.....      | 26 |
| Centerville-Abington Junior High School .....    | 28 |
| Communities in Schools of Wayne County, Inc..... | 29 |
| FIND Center Adult and Alternative Education..... | 37 |
| Galileo Charter School.....                      | 41 |
| Girls Incorporated of Wayne County .....         | 43 |
| Richmond Community Schools .....                 | 70 |
| Richmond Friends School .....                    | 76 |
| Richmond State Hospital.....                     | 78 |
| Seton Elementary School.....                     | 86 |
| Townsend Community Center.....                   | 92 |
| Westwood Tutoring Program.....                   | 98 |