DIRECTORY
of
SERVICE OPPORTUNITIES
In Richmond, IN
2010-2011

Earlham Volunteer Exchange
765-983-1519

Bonner Scholars Program
765-983-1276

America Reads
765-983-1519

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

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Abbreviations Used in This Directory

M—Monday	**F—Friday**
T—Tuesday	**Sa—Saturday**
W-Wednesday	**Su—Sunday**
R—Thursday	

BCSV—the Bonner Center for Service and Vocation and is located on the 1st floor of the Landrum Bolling Center (LBC) near the elevator. The BCSV houses off campus Student Employment (work-study), Internships, the Bonner Scholars Program, America Reads—a tutoring program 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**

Contact the Internship Coordinator
if you are interested in an Internship:
email smithso@earlham.edu
(office #109 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 the 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 (Bonner Scholars or otherwise) 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 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 office #109 in LBC 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. 107 (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://bit.ly/ab52JW.

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 Bonner Scholars 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.

A Note About Internships

Many of the sites listed in this directory can accommodate students seeking internship experience, but some might not be appropriate for certain types of internships. Because there are many factors you should consider when planning for any internship, you should make an appointment with Earlham's Internship Coordinator, Sonia Smith. If you are interested in completing your internship in the Richmond area, she can help you determine which site listed in this directory might meet your needs. She can also assist with researching and finding internships elsewhere.

Sonia Smith, Internship Coordinator
LBC Rm. 109
765-983-1893
smithso@earlham.edu

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 during the hours of operation listed for the agency in the directory and ask to speak with the person listed as the supervisor of Earlham volunteers. 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. Most but not all supervisors have access to email as well.

--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 the 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	Complete application/ interview procedures requested by Service Site
Step 7	Service Site supervisor contacts the BCSV to verify your Work-Study status.
Step 8	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

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

Director
Dan Stewart, President/CEO
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.

Legend explaining acronyms can be found on bottom of Page 4

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 4

America Reads

Earlham College
Bonner Center for Service and Vocation
LBC Rm. 117
Drawer 206
Richmond, IN 47374
Phone: 765-983-1893

Director/Supervisor and Contact
Derric Watson, Director BCSV
watsode@earlham.edu
Dante Spellazza, Student Coordinator
Ddspell09@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**

Legend explaining acronyms can be found on bottom of Page 4

Amigos—The Richmond Latino Center

Townsend Center
855 N. 12th St., Richmond, IN 47374
Phone: 765-965-5803
Web site: www.amigoslatinocenter.org

Hours of Operation (English Classes)
M W 6:00pm-8:00pm
*Daytime English classes may also be offered, days/times TBD.
Other hours vary as needed

Supervisor and Contact
Patty Lamson
765-983-1424
pattyo@earlham.edu

Description/Mission
Amigos was founded in 1999 to support the growing Latino population of Richmond and Wayne County. As a center, Amigos supports the Latino community to engage actively in the life of the town, to benefit from the services that are provided, and to thrive as Richmond community members. Amigos is committed to services in three principal areas: providing support for families through education, health and cultural programs; connecting people with social services and social services with people; and promoting cultural understanding. Amigos supports a variety of educational activities, strong families, youth development and health. They promote the importance of diversity and creating unity through understanding one another.

Transportation to English classes from campus is provided. The Richmond Interpreters and Translators Association (RITA) and

Legend explaining acronyms can be found on bottom of Page 4

Amigos—The Richmond Latino Center (Continued)

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.
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. If interested, let the supervisor specifically know of your interest in this program and ask how to contact the coordinator.

Corazon Latino: Mentor middle and high school age youth in Richmond. If interested, let the supervisor specifically know of your interest in this program and ask how to contact the coordinator.

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

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Area 9
Agency on Aging

520 S. 9th St., Richmond, IN 47374
Phone: 765-966-1795
Fax: 765-962-1190
Web site: www.iue.indiana.edu/departments/area9
General e-mail: area9@indiana.edu

Hours of Operation
M T W R F 8:00am – 4:30pm

Supervisor and Contact
Kathy Bridgford
Assistant Director
kbridgfo@indiana.edu

Director
Tony Shepherd
Executive Director
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

Legend explaining acronyms can be found on bottom of Page 4

Area 9
Agency on Aging (Continued)

the care receiver. Access to a car very helpful for those visiting homes of care receivers.

Application Process
Criminal background check required. 2-hour orientation required. Interview: approximately 30 minutes.

V S B

Aseracare Hospice

1400 Industries Rd., Richmond, IN 47374
Phone: 765-962-1949

Hours of Operation
M T W R F 8:00am – 5:00pm

Supervisor and Contact
Macel Kaufman, Volunteer Coordinator
Macel.kaufman@aseracare.com

Director
Denise Campbell
Denise.campbell@aseracare.com

Description/Mission
Aseracare Hospice provides end of life services in the Richmond Community providing dignity and comfort to terminally ill persons and their loved ones. Mission: We will focus our resources to serve the emotional, spiritual and physical needs of our employees, patients and families with a sense of compassion, urgency and customer service. We will preserve the dignity of death for our patients and families so that no one will ever die in pain or alone. We will create a culture that is dedicated to the alleviation of human suffering which finds expression through ongoing, gentle acts of kindness, sympathy and compassion. We will serve, educate, and support our local communities and referral sources as to the benefits, dignity and nobility of end-of-life care. We will grow a vibrant business that delivers exceptional care, customer service and financial performance

Legend explaining acronyms can be found on bottom of Page 4

Aseracare Hospice

Possible Positions, Tasks, Projects
Aseracare volunteers go into the nursing homes to visit hospice patients. The volunteers share their gifts of companionship, reading to patients, providing music, prayer, or other offerings. It is a very rewarding program that allows volunteers to work closely with the hospice team. Volunteers typically visit a given patient once per week.
Bonner Scholars with a particular interest in hospice/end-of-life care should speak with the Bonner Coordinator to arrange if interested in this position. Aseracare is a for-profit company, but because there are no nonprofit hospice programs in Richmond, permission can be given on a case-by-case basis to complete this service. Bonners would only be permitted to carry out tasks related directly to assisting individual patients and families.

Application Process
Criminal background check required. Training (approx. 4 hours) required. Volunteers are accompanied on visits until they feel comfortable. Volunteers participate in ongoing training alongside employees.

V B

Birthright

303 S. 6th St., Richmond, IN 47374
Phone: 765-962-7439
Web site: 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 pregnancy help center offering positive alternatives to abortion. Volunteers must be profoundly pro-life and participate in training classes, which are offered spring and fall. The organization's mission statement is, "It is the right of every pregnant woman to give birth. It is the right of every baby to be born." They provide advocacy to women facing difficult pregnancy, i.e. emotional and spiritual support; medical and legal referrals; referrals for counseling; adoption info; maternity and baby clothes. Love, listening, unconditional friendship in a context of non-judgmental and practical assistance. 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

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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)

Richard E. Jeffers Unit
1717 South L St.
Richmond, IN 47374
Phone: 765-962-6922
Fax: 765-966-0885

Fairview Unit
60 N. L St.
Richmond, IN 47374
Phone: 765-914-4714
Web site: 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
Fairview Unit:	M W R F (school year)	2:30pm – 6:30pm
	T	1:30pm - 6:30pm

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

Supervisor and Contact

Central Unit
Jenny O'Brien, Unit Director
jobrien@bgcrichmond.org

Jeffers Unit
Larry Stone, Unit Director
lstone@bgcrichmond.org

Fairview Unit
David Woolpy, Unit Director
dwoolpy@bgcrichmond.org

Director

Bruce Daggy, Executive Director
bdaggy@bgrichmond.org

Legend explaining acronyms can be found on bottom of Page 4

Boys & Girls Clubs (Continued)

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.
Those interested in serving are encouraged to spend time at all the locations 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. The Fairview Unit is located in an elementary school and is the newest unit.

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.

Legend explaining acronyms can be found on bottom of Page 4

Boys & Girls Clubs (Continued)

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.

Centerville-Abington Junior High School

509 Willow Grove Rd.
Centerville, IN 47330
Phone: 765-855-5113
Web site: www.centerville.k12.in.us

Supervisor and Contact
David Peine, Counselor
dpeine@centerville.k12.in.us

Director
Rick Schauss, Principal
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 **S***-if 100% tutoring* **B**

Legend explaining acronyms can be found on bottom of Page 4

Communities in Schools of Wayne County, Inc.

P.O. Box 1784, 33 S. 7th St.
Richmond, IN 47375
Phone: 765-983-2263
Web site: www.ciswayneco.org

Hours of Operation
M T W R F 8:00am – 5:00pm

Director/Supervisor and Contact
Vivian Ashmawi, Executive Director
viviana@ciswayneco.org

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

Legend explaining acronyms can be found on bottom of Page 4

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

students find a placement. See the Richmond Community Schools entry in this directory for a list of schools and the names 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.
Positions are also available in the CIS office including web site upkeep, office assistance, communication with partner agencies, collect information and organize resources available for substance abuse and violence prevention education, assist with quarterly newsletter, connect with tutoring and mentoring at middle and high schools, assist with coordination of Spotlight on Youth Variety show held in March.

Application Process
Criminal background check required. Orientation provided to all volunteers.

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

Community Action of East Central Indiana (CAECI) Head Start

P.O. Box 1314, 1845 W. Main St.
Richmond, IN 47374
Phone: 765-966-7733
Head Start classrooms are at 1845 W. Main St. and in the Townsend Center, 855 N. 12th St.
Early Head Start classrooms are at 1900 South L St.

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
M T W R F Early Head Start classrooms 7:00am – 1:00pm
And 8:00am – 2:00pm

Supervisor and Contact

Head Start: Carrie Stewart, Parent/Community Volunteer Coordinator
765-966-7733 ext. 230
cstewart@caeci.org
Early Head Start: Vicki Browning, Family Caseworker
765-935-3509
vbrowning@caeci.org

Director

Melisa Lingar, Head Start Director
765-966-7733 ext. 240
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

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

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 ages three to kindergarten and their families in Wayne County. A continuum of comprehensive services are offered to families, which include developmentally appropriate curriculum, transportation, health, and nutrition with community and family partnerships that build on the strengths of each family.

Early Head Start is dedicated to improving the community by enhancing the quality of life for children and their families, through a range of developmental services including: learning experiences and nutrition, as well as, physical and mental health. In partnership with families and community members, the program fosters growth through encouragement and empowerment within a safe and nurturing environment. The Early Head Start center-based program accepts children ages six weeks through three years.
Head Start and Early Head Start will provide a comprehensive program utilizing a holistic approach to meet the needs of children and their families, while enhancing the belief that parents are the prime educators of their children.

Possible Positions, Tasks, Projects
Teacher assistant: volunteers assist the classroom teachers, working and supporting the children in their learning. Also need

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

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

Cope Environmental Center

4910 Shoemaker Rd.
Centerville, IN 47330
Phone: 765-855-3188
Web site: 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

Director and Contact
Stephanie Hays-Mussoni
s.hays@copeenviromental.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 large collection of conifers including trees native to this area as well as trees from around the world.

Possible Positions, Tasks, Projects
Cope has the following positions available for 2010-11.
Bonner Scholar positions:
Event and Program Marketing and Event Assistance (1 position)
Grant Proposal Writer (2 positions)
Wetland and Woodland Habitat Restoration (2 positions)

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Cope Environmental Center (Continued)

Volunteer Project Coordinator (1 position)
Blue Bird Study (1 position)
Garden Manager (1 position)

Work study positions:

Facilities and grounds assistant (3 positions). Activities may include: trail construction and maintenance, bridge construction and maintenance, gardening, compost maintenance, tree & brush removal, building maintenance and assisting in new construction projects. Other duties may include: support of specific program activities such as maple syrup / apple cider making or any major fund raising events held at CEC. To research and/or assist in the research of possible funding possibilities to better improve and maintain projects at CEC. Experience with power equipment (chainsaws, weed eaters, mowers, small tractors) and hand tools is beneficial but not necessarily required as long as worker is willing and able to learn to safely use all required tools and equipment.

Other positions may become available with the county-wide Environmental Council which Stephanie hays-Mussoni chairs. If interested, ask Stephanie about these positions.
See file in BCSV for full descriptions of all positions.

Application Process

Call or email expressing interest and request an application. Will be directed to person who supervises the specific area you are interested in after you complete and return the application.
Criminal background check required for volunteers who help with children's programs.
Interview required. Orientation and training provided for all positions.

V S B

FIND Center
Adult Education

302 N. 7th St., Richmond, IN 47374
Phone: 765-973-3486

Hours of Operation
M T W R
Office: 7:30am – 4:00pm
GED classes: 8:30am – 8:00pm
English as new language classes – T R 5:30pm – 8:30pm
Adults seeking HS diploma – M W 4:00pm – 6:00pm (humanities); 6:30pm—8:30pm (math/science)

Supervisor and Contact/Director
Susan Hively
shively@rcs.k12.in.us

Description/Mission
The FIND Center, which is part of Richmond Community Schools, operates several different programs for adults. They give adult learners 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. The classes for new English learners and for adults working to earn a high school diploma as well as some of the GED classes take place at the FIND Center. GED classes are also offered at several other locations throughout the community.

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

Legend explaining acronyms can be found on bottom of Page 4

FIND Center Adult Education (Continued)

tutoring and other skills. Also need help with office work and short-term projects.

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

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Friends Fellowship Community

2030 Chester Blvd., Richmond, IN 47374
Phone: 765-962-6546
Web site: 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. 466
mrussell@ffcinc.org

Director
Jeffrey L. Baxter, President
Phone: 765-962-6546, Ext. 421
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

Legend explaining acronyms can be found on bottom of Page 4

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

Galileo Charter School

Galileo Charter School South
Lower Primary School
Grades K-2
220 South 5th Street
Richmond, IN 47374
Phone: 765-983-3711
Galileo Charter School North
Middle Primary School
Grades 3-5
855 North 12th Street
Richmond, IN 47374
Phone: 765-983-3709
Web site: www.galileocharterschool.org

Hours of Operation
M T W R F 7:30am- 5:15pm (Office)
South (school hours): 7:30 a.m.-3:00 a.m.
North (school hours): 8:30 a.m.-4:00 p.m.
After school program at both locations until 5:00 p.m.

Supervisor/Contact
Mike Current, Lead Teacher, Operations
mcurrent@galileocharterschool.org
765-983-3709

Director
Kevin L. Handley, Sr., Chief Academic Officer
Phone: 765-983-3709
khandley@galileocharterschool.org

Description/Mission
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 Charter School will be a place where

Legend explaining acronyms can be found on bottom of Page 4

Galileo Charter School (Continued)

teachers, children, and parents/caregivers acknowledge each child's uniqueness and work together in community to educate and nurture each child. 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.

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

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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

Director
Beth Harrick, Co-Executive Director
bharrick@girlsincwayne.org
Laura Rutherford, Co-Executive Director
lrutherford@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.

Legend explaining acronyms can be found on bottom of Page 4

Girls Incorporated of Wayne County (Continued)

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. 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.

Application Process
Application, background check, interview, and participation in training required. Volunteer and paid staff are subject to random drug testing.

V S B

Legend explaining acronyms can be found on bottom of Page 4

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

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

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. Construction projects may depend on weather and availability of funding so be sure to contact the office about current availability and duration of projects.
-Volunteer Assistant: Work with volunteer coordinator with recruitment, orientation and retention of volunteers. Also assist

Legend explaining acronyms can be found on bottom of Page 4

Habitat For Humanity Of Greater Richmond (Continued)

with other tasks such as obtaining food for volunteers and party planning.
-Research Projects: Developing and launching a local fund-raising campaign with support from staff and other volunteers; 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

Hand-in-Hand
Adult Day Care of Richmond

2727 E. Main St., Richmond, IN 47374
Phone: 765-966-0852
Web site: www.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
info@adcofrichmond.com

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.
Program Aides- Offer support to fulltime staff with activities; Offer one-on-one interactions with clients; Develop relationships with clients
PEERS Aide- Assist with the PEER group (People

Legend explaining acronyms can be found on bottom of Page 4

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

Eager to Eliminate and Reverse Stereotypes)
- Help with monthly meeting and outings.
CARE Helper- Assist with our intergenerational day program - Interest or background with 1-4 year olds required (mornings only).

Application Process

Participate in interview. Complete application. Criminal background check required.

V S B

Legend explaining acronyms can be found on bottom of Page 4

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

Director
Jim Cooper

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.

Legend explaining acronyms can be found on bottom of Page 4

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.

Bonners 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 4

Human Rights Commission, City of Richmond

50 N. 5th St., Richmond, IN 47374
Phone: 765-983-7235
Web site:http://richmondindiana.gov/content/category/10/67/161/
Hours of Operation
M T W R F 8:00am – 4:30pm

Director/Supervisor and Contact
Ronald Church, Director
rchurch@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 S B

Legend explaining acronyms can be found on bottom of Page 4

The Independent Living Center of Eastern Indiana

1818 W. Main St., Richmond, IN 47374
Phone: 765-939-9226
Web site: 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
deant@ilcein.org
Director
Jim McCormick, Executive Director
jimm@ilcein.org

Description/Mission
The Independent Living Center, which serves a 7-county area, provides advocacy, peer support, living skills training, information and referral to enable people with disabilities to live, learn and work in the mainstream of community life.
Possible Positions, Tasks, Projects
Positions include assisting with systems and individual advocacy efforts, fundraising and special events. Research related to legislation and budget allocations to assist people with disabilities with housing for the Back Home in Indiana Alliance which seeks to help Hoosiers with disabilities find affordable and accessible housing. Research products that help people with various disabilities live more independently.

Application Process: Criminal background check required. Must be at least 18. Application, interview and training. Criminal background check required.

V S B

Legend explaining acronyms can be found on bottom of Page 4

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

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

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

Legend explaining acronyms can be found on bottom of Page 4

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 B

Mayor's Office, City of Richmond

50 N. 5th St., Richmond, IN 47374
Phone: 765-983-7244
Web site: http://richmondindiana.gov/content/category/4/52/85/

Hours of Operation
M T W R F 8:00am – 5:00pm

Supervisor and Contact
William Harris, Director of Human Resources and Compliance

Director
Mayor Sally Hutton
mayor@richmondindiana.gov
Maria Beeler, Administrative Assistant
mbeeler@richmondindiana.gov

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).

Legend explaining acronyms can be found on bottom of Page 4

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.

Application Process
Interview with department head of area to which will be assigned. Criminal background check required.

V S B

Meridian Services

16 SW 5th 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
Susanna Nave
naves@meridian.org

Director
Gerry Cyranowski, Vice President Clinical Services
cyranog@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).

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 4

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

498 NW 18th 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

Director
Jennifer Claypool, President
Phone: 765-983-8103
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 4th 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

Noah's Ark Day Care

131 NW 8th St., Richmond, IN 47374
Phone: 765-962-8869

Hours of operation
M T W R F 6:00am-6:00pm
Volunteers most needed 2:30-6:00pm

Director/Supervisor and Contact
Dana Sinclair, Director of Operations
noahsarkdaycare131@yahoo.com

Description/Mission
Noah's Ark is a non-profit, licensed child care center which serves ages 6 weeks to 12 years. They serve a wide variety of families with varying backgrounds, abilities, etc. They work with First Steps as well as other agencies to help children and families. Noah's Ark's purpose is to provide a safe and loving environment for meeting the developmental needs of children 6 weeks to 12 years of age. Hands-on, age appropriate activities help children grow socially, physically, emotionally, intellectually, and spiritually.

Possible Positions, Tasks, Projects
Assist teachers in all aspects of the classroom-cleaning, food service, interaction with children, etc.

Application Process: Application. Criminal background check, TB test and drug screening required.

V S

Legend explaining acronyms can be found on bottom of Page 4

Parks and Recreation, City of Richmond

Mailing address: 50 N. 5th St., Richmond, IN 47374
Park office: 2200 E. Main St. (Glen Miller Park)
Senior Community Center: 1600 S. 2nd St.
Phone: 765-983-7275
Web site: http://richmondindiana.gov/content/category/4/19/69/

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: 765-983-7276
billt@richmondindiana.gov

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.

Legend explaining acronyms can be found on bottom of Page 4

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 B

Legend explaining acronyms can be found on bottom of Page 4

Pauline Trueblood Child Development Center

Mailing address: EC Drawer 274, Richmond, IN 47374
Location: Stout Meetinghouse (Earlham campus)
Phone: 765-983-1445

Hours of Operation
M T W R F 7:45am – 5:15pm
Help is especially needed mornings. Some 1-hour shifts may be possible to work around class schedules.

Director/Supervisor and Contact
Melissa Semler
semlerseffrin@aol.com

Description/Mission
Mission: to provide child-centered daycare for children ages 2-4 in a loving, secure and stable environment; encourage gender and racial equality as well as non-violence; encourage children to interact in a loving way and have a sense of responsibility.

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.

Legend explaining acronyms can be found on bottom of Page 4

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.

Application Process
Application, criminal background check and interview required. Training provided.

V S B

Legend explaining acronyms can be found on bottom of Page 4

Peer Information Center for Teens

380 Hub Etchison Pky., Richmond, IN 47374 (Richmond High School)
Phone: 765-973-3389
Web site: http://pictrichmond.webs.com

Hours of Operation

M W R F	8:15am – 3:30pm
T	8:15am – 2:49pm (same as high school)

Supervisor and Contact
Imani Murphy, PICT Program Director
765-914-4104
imanimurphy@gmail.com

Director
Sue Routson
765-914-7533
SueRoutson@aol.com

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.

Legend explaining acronyms can be found on bottom of Page 4

Peer Information Center for Teens (Continued)

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 Tuesdays; produce and document presentations on the other days of the week.

Earlham students must be available same class hours on Tuesday and any other day(s) of the week that volunteer is available. Rehearsals are on Tuesdays 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.

V B

Positive Alternatives

1717 South L St.
Richmond, IN 47374 (Jeffers Boys and Girls Club)
Phone: 765-962-6922

Hours of Operation
M T W R F 8:30am-2:30pm
Volunteers for conflict resolution classes needed 10:00am – 12:30pm. Must be available during this entire block on one or more days per week.

Supervisor and Contact
Brad Marshall
bmarshall@bgcrichmond.org

Description/Mission
The Positive Alternatives program offers a structured program for students who have been suspended or expelled from middle or high school. The young people spend the entire day with the program. The schedule is 8:30-10:00 academics/homework, 10:00-10:30 drug education, 10:30-12:00 conflict resolution, 12:00-12:30 lunch, 12:30-1:00 academics/homework, 1:00-2:00 community service, 2:00-2:30 recreation.

Possible Positions, Tasks, Projects
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 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.

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Positive Alternatives (Continued)

Must participate in training before facilitating. Must be available from 10:00-12:30 to allow time for pre-planning and for debriefing and completing logs.
Volunteers are also sought to assist during any other part of the program day with homework help, community service and/or recreation.

V B

Reid Hospital & Health Care Services

1100 Reid Pkwy., Richmond, IN 47374
Phone: 765-983-3152
Web site: 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

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

Legend explaining acronyms can be found on bottom of Page 4

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
All volunteers must complete an application. A 2-step TB test is required (done at hospital at no charge). Student must complete OSHA and Codes training, general volunteer training and department specific training. Background check required. The application, screening and training process can take as long as a couple of months. Students with service requirements are strongly encouraged to find another main service site for the semester and get qualified to begin volunteering at the hospital the following semester.
Volunteers are asked to commit to serve at least 50 hours.

V B

Legend explaining acronyms can be found on bottom of Page 4

Richmond Art Museum

350 Hub Etchison Pky., Richmond, IN 47374
Phone: 765-966-0256
Web site: 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

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 3rd 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

Legend explaining acronyms can be found on bottom of Page 4

Richmond Art Museum (Continued)

provide information about exhibits to visitors (museum hosts 7 exhibitions annually). Assist with lectures, workshops and special events. Working with collection (e.g., cataloging). Administrative. Staffing information desk Sunday afternoons.

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

V S B

Richmond Community Schools

See separate page for list of schools and contact information.
Web site: 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 17, 2010
Last day of classes for students: June 1, 2011
2010-11 school breaks/days with no school: September 6, November 12 and 25-26, December 20-January 2, January 17, February 21 and 25, April 4-8

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, 2 middle schools and Richmond High School. 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. Adults will model behavior that will teach children to resolve conflict successfully, take risks with new ideas, and understand that they can err without being judged.

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Richmond Community Schools (Continued)

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. Working with 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. Help with alternatives to expulsion programs for middle and high school students at the high school.
*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.

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Richmond Community Schools (Continued)

Elementary Schools
Early Learning & Family Literacy Center Kathy Parker kparker@rcs.k12.in.us 973-3416 315 NW 3rd St.
Charles Elementary Beth Ann Stein beths@rcs.k12.in.us 973-3441 2400 Reeveston
Crestdale Elementary Kathryn Fansher kathrynf@rcs.k12.in.us 973-3415 X 5364 701 Crestdale
Fairview Elementary Jackie Limburg Jacqueline@rcs.k12.in.us 973-3442 60 NW L St.
Garrison Elementary Jo-Ann Slier joanns@rcs.in.us 973-3431 4138 Niewoehner
Highland Heights TBA 973-3408 1751 E. Chester
C.R. Richardson Elementary Felicia Mohler feliciam@rcs.k12.in.us 973-3429 1215 S. J St.

Elizabeth Starr Academy Amy Gibb amyg@rcs.k12.in.us 973-3426 301 N. 19th St.
Vaile Elementary Bob McFarland robertm@rcs.k12.in.us 973-3433 300 S. 14th St.
Westview Elementary Amanda Wilson wilsona@rcs.k12.in.us 973-3445 1707 SW A St.
Middle Schools
Dennis Middle School Andre Gordon andreg@rcs.k12.in.us Early College @ Dennis Renee Morris parthenam@rcs.k12.in.us 973-3495 222 NW 7th St.
Test Middle School Bobbie Howell bobbieh@rcs.k12.in.us 973-3412 33 S. 22nd St.

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High School
Richmond HS Kris Lopresti krisl@rcs.k12.in.us 973-3352 Dia Hogg diah@rcs.k12.in.us 973-3394 380 Hub Etchison Pky.
Additional Programs
New English learners (entire system) Tammy Rhoades tammyr@rcs.k12.in.us 973-3433
New English learners at RHS Nancy Winn nancyw@rcs.k12.in.us 973-3424
Exceptional Student Ed. (for various disabilities) Lou Dickman 973-3398
FIND Center Adult Ed. Susan Hively shively@rcs.k12.in.us 973-3486 302 N. 7th St.
Alternative Ed. Barb Bergdoll bergdollb@rcs.k12.in.us 973-3339 300 Hub Etchison

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

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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

Director/supervisor and Contact:
Bridget Hazelbaker, Community Resource Coordinator
bhazelbaker@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
Study buddy volunteers meet once a week with elementary school students at the student's lunch time and usually read with their students. They might work on other subjects like math or spelling.
Middle and high school mentors work one-on-one with students more on social skills and planning for their futures than on specific school subjects.
Volunteers with the Cruising into Your Future program work with a small group of up to 4 students starting in middle school through high school graduation. Volunteers help build community within the group and encourage staying in school and exploring college attendance.
All volunteers meet with students for 30 minutes once a week. Most meet at lunchtime, but the meeting times can be flexible, depending on the student’s need and the volunteer’s schedule.

Legend explaining acronyms can be found on bottom of Page 4

Richmond Community Schools Mentoring/Study-Buddy Program (Continued)

The coordinator will work with volunteers to find a location and time that works best for them. Particularly looking for more male volunteers to be matched with male students and for volunteers comfortable working with students with various disabilities.

While these volunteers may help with school work, they are not tutors. They emphasize the importance of education. They encourage students to come to school every day and to do the very best they can.
Volunteer responsibilities include: attend consistently and be on time for meetings with students.

Application Process
Criminal background check required. 30-minute volunteer training.

V B

Richmond Family YMCA

2023 Chester Blvd., Richmond, IN 47374
Phone: 765-962-7504

Hours of Operation

M T W R F	5:30am – 9:00pm
Sa	8:00am –4:00pm

Supervisor and Contact
Lori Yates
Lori_Yates@verizon.net

Director
Richard Bryant
richardb@rcs.k12.in.us

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

V B

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Richmond Friends School

607 W. Main St., Richmond, IN 47374
Phone: 765-966-5767
Web site: www.richmondfriendsschool.org
General e-mail: info@richmondfriendsschool.org

Hours of Operation
M T W R F 8:30am – 3:00pm (classes)
3:00pm – 5:30pm (extended care)

Supervisor and Contact
Chris Fretz, Office Manager
rfsoffice@comcast.net

Director
Marcie D. Roberts, School Coordinator
richmondfriendsschool@comcast.net

Description/Mission
Richmond Friends School (RFS) is an independent elementary school with PreK-6th grade serving the greater Richmond area. Through multi-age classroom environments, experiential education, and integrated, thematic learning, the Richmond Friends School creates a setting of academic excellence where every student seeks knowledge for the betterment of themselves, their local community, and the world as a whole. 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. The school is open to children of all backgrounds.

Possible Positions, Tasks, Projects
Teacher assistant – Helping in PreK-K, 1-2, and 3-6 grade classrooms as needed by the teacher. May provide one-on-one support to students.

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Richmond Friends School (Continued)

Lunch/recess Aides- 11:30am – 12:30pm. Assist staff with lunch.
Extended Care Assistant -- assisting lead care provider 3pm-5:30pm with alternative activities and supervision daily.

Library assistant – Catalog books, maintain shelves, and assist the school librarian with other library duties.
Office assistant – Assist the school coordinator and office manager with copying, parent communication, and other office tasks.

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

Richmond State Hospital

498 NW 18th St., Richmond, IN 47374
Phone: 765-966-0511
Web site: www.richmondstatehospital.org

Hours of Operation
24 hours a day, 7 days a week
Volunteers most needed 8:00am-8:00pm
Supervisor & Contact
Mary Johnson, Administrative Assistant
765-935-9218
Mary.johnson2@fssa.in.gov
Tara Jamison, Community Relations Director
765-935-9217
Tara.jamison@fssa.in.gov

Director
Jeffrey Butler, Superintendent
Jeffrey.butler@fssa.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.

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Richmond State Hospital (Continued)

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

V B

Richmond Symphony Orchestra

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

Hours of Operation
M T W R F 9:00am – 4:00pm

Director/Supervisor and Contact
Marci Asher, Executive Director
marcia@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.), general office housekeeping, copying, binding, CD burning.

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

V

Right Sharing of World Resources

101 Quaker Hill Dr., Richmond, IN 47374
Phone: 765-966-0314
Fax: 966-0325
Web site: www.rswr.org

Hours of Operation
M T W R F 9:00am – 5:00pm

Supervisor and Contact
Cindi Goslee, Proposals Coordinator
cindi@rswr.org

Director
Roland Kreager, General Secretary
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. They work primarily with newly established and small organizations in the developing world (mostly in Africa and India). Their grants support innovative, income generating projects. Mission: God calls us to right sharing of world resources from the burdens of materialism and poverty into the abundance of God's love, to work for equity through partnership with our sisters and brothers throughout the world.

Possible Positions, Tasks, Projects
RSWR volunteers 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.

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Right Sharing of World Resources (Continued)

Awareness building and educational programming with adults, teens, and children. assisting in processing of potential RSWR project partners. A wide variety of opportunities to learn about administration of a non-profit, social justice organization. Writings for publication on RSWR related topics. Database design and integration. research opportunities in social justice, economic empowerment, and/or a spiritual basis of social action. Some specialized off-campus opportunities may be designed for on site work with RSWR project partners in developing countries

Application Process
Call to schedule an interview.

V B

Rock Solid Ministries / Petra Program

1024 E. Main St., Richmond, IN 47374
Phone: 765-962-5099
www.rocksolid1024.org

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
rocksolidministries@comcast.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

Legend explaining acronyms can be found on bottom of Page 4

Rock Solid Ministries / Petra Program (Continued)

Tuesdays help is needed beginning at 2:30 to prepare for the meal. Other: cleaning of church, ministry to indigent (listening, 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.

Application Process
Interview. Criminal background check required. Training.

V B

Rosegate Village

2050 Chester Blvd., Richmond, IN 47374
Phone: 765-935-4440
General e-mail: 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

Director
Amy Gum, Administrator
agumm@rosegate.com

Description/Mission
Provides short-term therapy for post operative patients and patients recovering from a fall. Also 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

Hours of Operation
M T W R F 8:00am – 3:00pm

Director/Supervisor and Contact
New principal TBA
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
Application. Criminal background check required.

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

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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

Hours of Operation
Varies with current sport
Bowling: Approx. September-December. Thursday after school practice for youth and Sunday afternoon practice for adults. Both at Do-Re-Mi Lanes. Tournaments usually Saturdays.
Basketball: Usually December-March. Practices, practice games and individual instruction at Richmond Senior Center. Days and times vary.

Director/Supervisor and Contact
Shari Petersime, Wayne County Coordinator
765-847-2858
Spetersime@nws.k12.in.us

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, horseshoes and track and field. Would like to add Bocce and volleyball. Number of athletes has been growing. Anticipate having close to 75 athletes regularly participating this year and are in need of additional, reliable volunteers.

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Special Olympics
Wayne County (Continued)

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

Application Process
Application. Criminal background check required. Class A volunteers are those who work directly with athletes on a regular basis. Class A volunteers must attend a training session and complete a 10-minute online test. Trainings are only offered once or twice a season so contact ASAP to find out when and where training is taking place.

V B

Legend explaining acronyms can be found on bottom of Page 4

Starr-Gennett Foundation

33 S. 7th St., Richmond, IN 47374
Phone: 765-962-2860
Web site: www.starrgennett.org
General e-mail: 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

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 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.*) Must be reliable and self-motivated. Access to a car helpful.

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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, membership program support, and other tasks as needed
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 11, 2010. Set-up/clean-up, help with children's activities, provide information to people attending, etc.

V B

Sterling House of Richmond

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

Hours of Operation
M T W R F 9:00am – 5:00pm
*volunteers can work 6:00am – 8:00pm, any day including weekends

Supervisor and Contact
Marcia Anderson, Life Enrichment Coordinator
manderson2@brookdaleliving.com

Director
Cheri Cones, Executive Director
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

Sunrise, Inc.
Therapeutic Riding for the Handicapped

2670 Minneman Rd., Richmond, IN 47374
Phone: 765-935-4291
Web site: www.sunriseinc.org

Hours of Operation
9:00am – 8:00pm

Director/Supervisor and Contact
Amanda Joris, Director/Riding Instructor
AAJoris@gmail.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 be comfortable being around horses)
-Class assistants (1-3 per rider); horse grooming; tack cleaning (training provided if needed).
-Assist with special events (horse shows and workshops)
-In time, interested volunteers may progress to leading and teaching lessons under supervision of instructor.

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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 but not required. Must be comfortable working with a wide variety of people and ages.

Application Process
Interview. Criminal background check required. Orientation and training provided.

V S B

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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

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.

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Townsend Community Center (Continued)

BLUE (Black Ladies United at Earlham) coordinates a mentoring/support group for female teens.
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 S B

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United Way of Whitewater Valley

129 S. 9th St., Richmond, IN 47374
Phone: 765-962-2700
Web site: http://www.givetheunitedway.com

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

Director/Supervisor and Contact
Scot Quintel, President
scotquintel@givetheunitedway.com

Description/Mission
The United Way of the Whitewater Valley coordinates fund-raising efforts and awards funding to nonprofits in order to meet identified needs within communities of the Whitewater Valley. It is dedicated to improving the lives of the people of Wayne and Union Counties by mobilizing the caring power of these communities.

Possible Positions, Tasks, Projects
Work performed by volunteers is project oriented. Projects could include but are not limited to; researching community issues, office computer work and database management, developing communication strategies, working with community leaders to address identified pressing issues and implementing resource development plans. Research and other options for working with the vision councils addressing each of the current focus areas—

Legend explaining acronyms can be found on bottom of Page 4

United Way of Whitewater Valley (Continued)

health, education, youth and families and community vitality. Great opportunity for anyone interested in developing skills needed to manage a business or nonprofit. Projects can be tailored to individuals' interests.

Application Process

Interview.

V S B

Urban Enterprise Association of Richmond

50 N. 5th St., Richmond, IN 47374
Phone: 765-983-7396

Hours of Operation
M T W R F 8:00am – 4:30pm

Director/Supervisor and Contact
Beth Fields
bfields@richmondindiana.gov

Description/Mission
To promote the general business and economic interest of the Richmond Enterprise Zone by creating self-sustaining programs and activities designed to strengthen and expand the income potential of all Enterprise Zone businesses and residents.

Possible Positions, Tasks, Projects
Possible projects could focus on housing, neighborhood development, education, preservation and other areas identified in the UEA's strategic plan. Please refer to the file in the BCSV for detailed information.

V S B

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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
Carla Berner, Office Coordinator
765-973-9200, Ext. 1748

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. They serve the community by providing treatment, services, education, and prevention in an effort to assist residents in achieving the highest attainable level in a healthy environment. The public health clinic provides 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

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Wayne County Health Clinic (Continued)

and information for Health Fairs/Flu Clinics. Help with intake at clinic and at health fairs in the community.

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 B

Wayne County Historical Museum

1150 North A St., Richmond, IN 47374
Phone: 765-962-5756
Fax: 765-939-0909

Web site: www.waynecountyhistoricalmuseum.com
General E-mail: 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

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
1 Cataloguing- Involves cataloguing both new items (which need to be properly identified) and old items (checking information, transferring into computer).
2 Window exhibit- Research, plan window exhibit, makes labels and other text for exhibit. Misc. areas of interest. Historical timeline, prehistoric Indians, Quakers in Richmond.
3 Researcher- At home, do research on people and collection items to add to the interpretation of the museum. Assignments from the director.

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Wayne County Historical Museum (Continued)

4 Youth Services- Help form and organize a junior historical society. Work on youth programming. Develop a recreation program for visiting groups such as churches.
5 Craft demonstrations- Be able to show a particular craft or talent at special events. Could also work around weekend demonstrations.
6 Tech expert- Help WCHM get higher tech equipment up and operating in museum.
7 Fundraising- Organize and carry through with a project that would become an annual event.

Application Process
Application and interview. Criminal background check.

V

Wayne County Literacy Coalition

80 N. 6th St. (Morrison-Reeves library)
Richmond, IN 47374
Phone: 765-966-8294, Ext. 106
Web site: http://www.mrlinfo.org

Supervisor and Contact
Katie Chaney, Literacy Coordinator
literacy@mrlinfo.org

Description/Mission
The Wayne County Literacy Coalition, Inc. (WCLC) is a non-profit organization providing free individual tutoring to adults in the Wayne County, Indiana area. Housed within Morrisson Reeves Library, the coalition promotes adult literacy within the Wayne County area by educating the public about the need for adult literacy programs, recruiting and training volunteers, providing learners with individualized tutoring, and raising money to further support these efforts. The services provided by the Wayne County Literacy Coalition are much needed. In the United States, 14% of people over age 16 cannot read well enough to understand a newspaper story written at the 8th grade level or fill out a job application.

Possible Positions, Tasks, Projects
Literacy tutors: All tutors are required to attend training in order to provide the best possible service to the adult learners. Upon entrance to the adult literacy training program, learners are asked to set short term goals. For example, they may be working towards the ability to read the newspaper, to read to their child/ grandchild, to obtain their GED, a driver's license or employment, or to leave public assistance. Literacy tutors assist

Wayne County literacy Coalition (Continued)

the students in their efforts to achieve these important goals. Tutors usually spend about 1 hour per week with their assigned student and are asked to commit to work with the same student consistently for at least 4-6 months to provide continuity.
Student interviewer: Assist with intake process to enroll new learners in the program and match them with tutors.
A Bonner Scholar interested in making this his or her primary service site should ask the coordinator about the possibilities for assisting in the office with program administration.

Application Process
Participation in two, day-long training sessions is required of all tutors before they will be matched with a learner. These sessions will probably be offered only once or twice each year. Contact the coordinator to ask when the next training session will be held or to be placed on a list which will be notified about future trainings.

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

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Wayne County Minority Health Coalition

33 S. 7th St., Richmond, IN 47374
Phone: 765-973-8788

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

Director/Supervisor and Contact
Sharrie Harlan, Executive Director
waynemhc@yahoo.com

Description/Mission: The Wayne County Minority Health Coalition is part of the Indiana Minority Health Coalition, a non-profit organization whose vision is to ensure that "no ethnic/minority child, adolescent or adult will experience preventable health conditions at any greater rate than non-minorities."
The coalition was created in an effort to address the disparities that exist between minority and white populations. The coalition's activities include health screenings, health fairs and health education & referrals. Targeted population is minority but they serve all populations.

Possible Positions, Tasks, Projects: Assist with data collection, health screenings and event promotion.

Application Process: Application and interview. Criminal background check required.

V B

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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
tracy.fortman@centerstone.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. Must be fluent in Spanish.
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

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Wayne/Union County CASA Program

301 E. Main St., Richmond, IN 47374
Phone: 765-973-9314
Fax: 765-973-9423
Web site: http://www.wayneunioncasa.org

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

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.

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Wayne/Union County CASA Program (Continued)

-Volunteer advocates are able to largely determine when the hours are most suitable to their schedules. Must have access to a car.
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

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, Student convener
Emcrooks08@earlham.edu
Jana Schroeder, Faculty Advisor
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. Must make and keep a regular schedule and participate in required training.

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

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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

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

Director/Supervisor and Contact
Eric Marsh
ermarsh@iue.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.

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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 B

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