

Volunteer Guide



Manchester
University

**Center for Service
Opportunities**

Ability and Conviction

TAKING EDUCATION BEYOND THE WALLS OF THE CLASSROOM

The Center for Service Opportunities invites you to push the boundaries of your classroom and into the neighborhoods of North Manchester, Fort Wayne and beyond. Come and enter the lives of those who live and study and work here.

Through the years, thousands of students have taken part in the numerous opportunities offered through the Center for Service Opportunities and our many community partners. Each student has made an important difference.

Often this service involvement, and the learning that comes through it, transforms you. In turn, this transformation allows you to be an impressive agent of transformation in others' lives. This is seen during and long after your time at Manchester University.

The Mission Statement at Manchester University states:

Manchester University respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition.

A portion of the Values Statement at Manchester University states:

- Service, because committing self in service to others connects faith with action, and abilities with convictions;
- Community, because a positive community sharpens self-identity, promotes acceptance of the demands of responsible citizenship, and transforms conflict into mutual respect.

Be a part of the transformation to which we are called. Give yourself away. One or more of the opportunities on these pages could quite possibly change you forever.

CAROLE MILLER-PATRICK

Director: The Center for Service Opportunities

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Make an Impact

WANT TO GET INVOLVED IN THE COMMUNITY?

WANT TO MAKE A DIFFERENCE?

NEED VOLUNTEER HOURS FOR A CLASS?

Check the listings and get started!



LOCAL SERVICE Opportunities

American Red Cross

Focus: To provide relief to victims of disaster and to help people prevent, prepare for, and respond to emergencies through the Red Cross Disaster Service. **Service Activities:** Take the American Red Cross Disaster Preparedness courses and help to set up and maintain the Manchester chapter of the American Red Cross. **Hours:** Varied **Requirements:** To take all required courses. **Placements:** Up to 30

Contact: Center for Service Opportunities
Manchester University
260-982-5721

American Red Cross Campus Blood Drives:

Focus: Coordinate and organize as well as assist during the 4 ARC Blood Drives held on campus. **Service Activities:** Advertise, coordinate, and assist during the blood drives **Hours:** Varied **Placements:** Up to 20

Contact: OVS
260-982-5084
OVS@manchester.edu

ARC of Wabash County

Focus: A work outlet and learning center for disabled individuals. **Service Activities:** Assist with activities, work one-on-one with clients or small groups for mental and physical activities. **Hours:** Once a month activities at Manchester University **Placements:** Up to 20 **Contact:** OVS for opportunities held on campus: 260-982-5084

OVS@manchester.edu
or for off campus volunteering contact:
Linda Johnson, Program Director
260-563-8411
ljohnson@arcwabash.org
595 S. Miami St.
P.O. Box 400
Wabash IN 46992

The Beaman Home

Focus: A shelter for families and individuals who have experienced physical, verbal, sexual, or psychological/emotional abuse. **Service Activities:** To offer life-changing services and programs to women and children as they work to break the cycle of abuse. **Hours:** Varied **Requirements:** Background check **Placements:** Up to five **Contact:** The Beaman Home
Residential Advocate
574-269-3044 or 574-267-7701

Cardinal Services Inc. of Indiana

Organization founded to help disabled individuals reach their goals. **Service Activities:** To provide a range of services to individuals with disabilities. **Hours:** (Mon-Fri) 8:30 a.m. – 4:30 p.m.; some nights and weekends **Placements:** 15 **Contact:** Michelle Boxell
574-267-3823 ext. 1387
michelle.boxell@cardinalservices.org
504 North Bay Dr.
Warsaw, IN 46580

Center for History: Manchester

Focus: Working on creating and maintain the history of North Manchester. **Service Activities:**

Docents as well as web page design. Creating exhibits as well as children programs. **Hours:** Varied **Placements:** Up to 10

Contact: Center for Service Opportunities
Manchester University
260-982-5721

Children's Hope Hospitality House (Mad Anthony's)

Focus: Minimal-cost lodging facility for families of children who are undergoing extensive medical treatment. **Service Activities:** Volunteers needed for varied events **Hours:** Varied **Placements:** Up to five

Contact: Cindy Atkinson,
Executive Director
7922 West Jefferson Blvd.,

Fort Wayne, IN 46805

Phone: 260-459-8550

cindy.childrenshope@comcast.net

Community Dinners

Focus: To address the need for food and dinners for the less fortunate. Every 2nd and 4th Tuesday of every month a Community Dinner is hosted by all of the churches in North Manchester. This is done on a rotating basis where each church is assigned a month. Students from Manchester University set up, serve, have conversations with the attendees and clean up. The food is prepared ahead of time by each individual church. The average group that is fed is 150 people. This dinner is always held at Zion Lutheran Church on Main Street in North Manchester. **Service Activities:** Students to help serve and mingle with all who attend as well as to clean up. Students who volunteer may also eat dinner there as well. **Hours:** 4 - 6:30 p.m. 2nd and 4th Tuesday of every month throughout the year.

Contact: OVS

260-982-5084

OVS@manchester.edu

Community Harvest

Focus: Referral-based food pantry and distribution center for area food banks. **Service Activities:** Sorting food from food drive, packing orders, food pantry staffing, clerical help, help with events, preparing food kits, supporting a community. **Hours:** (Mon-Fri) 9 a.m.- 4 p.m.

Placements: Up to 15

Contact: Tammy Klimek

269-447-3696 ext 319

999 East Tillman Rd.

Fort Wayne, IN 46816

Other Volunteering:

Volunteer/Disaster Response Supervisor

260-447-3696 ext 318 or 260-410-2871

tklimek@feedingamerica.org

"Connect the Dots" SKYPING Mentoring

Focus: Engaging and mentoring targeting 8th and 9th graders by being a student mentor providing young people with a positive role model. This is accomplished through a 45mins. to 1 hour "Skyping session" once or twice weekly with 8th and 9th grade students in schools in Kentucky. The schools targeted are located in high poverty counties in Southeastern Kentucky, a few of which can be found in the Top 50 "poorest counties in the nation" listing, one of which is #1 and another is ranked #4. Mentors and mentees are typically paired in a 1:1 ratio. You will make a difference in these children's lives. Set programing will be available to you as a weekly guide. **Requirements:** Background check and paperwork for Berea College. Volunteers always welcomed. **Placements:** \$ Federal Work Study Site. Volunteers always excepted! **Hours:** Times vary according to set schedules

Contact: OVS

260-982-5084

OVS@manchester.edu

Discovering the Community

Focus: Monthly opportunities through the Discovering the Community initiative by the Office of Volunteer Services. **Service Activities:** Varied **Hours:** Varied **Placements:** Up to 30 per event **Contact:** OVS

Erin's House for Grieving Children

Focus: Facility to help children and their families deal with death and substantial loss. **Service Activities:** Mentoring and working one-on-one with children and families. **Hours:** Varied, commitment of at least a semester required **Requirements:** Background check, training **Placements:** Up to five
Contact: Kathleen Benson-Chaney
Volunteer Services Director
260-423-2466
3811 Illinois Rd., Suite 205
Fort Wayne, IN 46804

First Brethren Church

Focus: Help take care of children while parents are taking English as a Second Language (ESL) classes. **Service Activities:** Taking care of children of all ages as well as mentoring. **Hours:** Evenings **Requirements:** Background check **Placements:** Up to 10
Contact: Children's Ministry Coordinator
260-982-9894 or 260-982-6457
407 N Sycamore St.
North Manchester, IN 46962

Fort Wayne Rescue Mission

Focus: Helping the area's homeless offering life-changing services and programs. **Service Activities:** Assist with adult basic education and workplace readiness programs **Hours:** Varied **Placements:** Up to five
Contact: Volunteer Coordinator
260-436-7357
301 W. Superior St.
P.O. Box 11116
Fort Wayne, IN 46855

Girl Scouts

Focus: To develop character, leadership, physical and mental fitness in the young women in our area through the Girl Scouting guidelines. **Service Activities:** Become a leader and teach life-skills to girls in our local schools and scout centers. **Hours:** After school/early evening **Requirements:** Background check **Placements:** Up to five
Contact: Rachael Caslow
Volunteer Development Coordinator - East
260-422-3417 ext. 149
800-283-4812 ext. 149
Rachael.caslow@gsnim.org
10008 Dupont Circle East
Fort Wayne, IN 46825

Hunger and Homelessness Week

Focus: To highlight the concerns over hunger and homelessness in the surrounding community as well as the world. **Requirements:** Ability to work during the month of November **Hours:** Varied
Contact: OVS
OVS@manchester.edu
260-982-5084

Indiana Reading Corps

Focus: Helping children to gain the enthusiasm and passion for reading through one-on-one contact and tutoring. **Service Activities:** Become a "Reading Coach" and work with local school districts **Hours:** During the school day as well as through after-school programming. **Requirements:** Background check, training **Placements:** \$ Federal Work Study Site
Contact: Center for Service Opportunities
Manchester University
260-982-5721

Learn More Center

Focus: Adult education and transitions to post secondary education by supplying information and support. **Service Activities:** Working with adults and teens on GED preparation and reading **Hours:** Varied **Requirements:** Background check **Placements:** Up to eight. \$ Federal Work Study Site

877-363-6128 or 260-982-6138

603 Bond St, Suite #5

North Manchester, IN 46962

Manchester Fellowship Food Pantry

Focus: Feeding those in need in North Manchester. **Service Activities:** Sorting food from food drives, packing orders, food pantry staffing, help with events, supporting a community food drive. **Hours:** Most Wednesdays **Requirements:** Lifting boxes **Placements:** Up to five

Contact: Rowena Greer

260-982-2325

500 North

North Manchester IN, 46962

(Behind the old CVS building)

Middle Eel River Watershed Initiative

Focus: To protect and enhance the water resources of the Middle Eel River Watershed through education and implementation of soil and water conservation practices. **Hours:** Saturdays in September **Requirements:** Permission/waiver form completed and submitted to MERWI

Contact: Terri Michaelis

Watershed Coordinator

260-982-5101

tmmichaelis@manchester.edu

North Manchester Haunted House

Focus: To provide an alternate Halloween experience for children of all ages **Hours:** Evenings through Halloween Night **Requirements:** Willingness to create a Haunted House and provide activities on Halloween

evening.

Contact: OVS

OVS@manchester.edu

260-982-5084

Living Well in Wabash County

Focus: To empower residents of Wabash County, with an emphasis on persons of age 60 and over, by meeting their social, physical, economic and mobility needs through three pillars of service: transportation, food pantry, and various programs/service for seniors. **Service Activities:** Populate an Access database with donor information. Lead various programs for seniors such as Wii tournaments. We have many monthly volunteering opportunities. **Hours:** Center is open 8-5 daily, but students can also work outside of these hours. **Placement:** Varied

Contact: Shelly Leifer, Program Director

260-563-4475

shellyl@livingwellinwabashcounty.org

239 Bond Street

Wabash, IN 46992

North Manchester Town Refurbishing

Focus: Work to refurbish homes and businesses in the Town of North Manchester **Hours:** Weekends **Requirements:** Willingness to work on homes/businesses, get dirty

Contact: OVS

OVS@manchester.edu

260-982-5084

North Manchester Thrift Store

Focus: Supplying quality second hand everyday items for lower prices to the North Manchester Community. **Service Activities:** Varied **Hours:** Varied **Placements:** Up to five

Contact: Volunteer Coordinator

260-982 4592

108 S. Mill St

North Manchester, IN 46962

Office of Volunteer Services

Focus: Events and drives around and on campus sponsored by the school's volunteer office. **Service Activities:** Varied **Hours:** Varied **Placements:** Up to 30 per event
Contact: Center for Service Opportunities
Manchester University
260-982-5721

Peabody Retirement Community

Focus: Serving and caring for advanced age individuals. **Service Activities:** Varied **Requirements:** Background check. **Hours:** Varied **Placements:** Up to five
Contact: Auxillary Coordinator
260-982-8616
260-982-0322
400 West Seventh St.
North Manchester, IN 46962

Seven's Heaven Wildlife Rehabilitation and Exotic Rescue

Focus: Seven's Heaven takes in injured and orphaned wildlife and does gentle rehabilitation and release. We also, on a case by case basis, take in and house or find new homes for unwanted exotic animals to prevent their abuse or release in the local area. **Service Activities:** Students help with the care and rehabilitation of the animals as well as cleaning cages etc. as needed.
Contact: launda@kconline.com
260-839-0705
6027 S 550 E
Piercetown, IN 46562

Take a Bike, Leave a Bike Program

Focus: To organize and maintain the fleet of bicycles that are currently in the Take a Bike, Leave a Bike Program. **Service Activities:** Maintenance on all bicycles as well as promoting the Green Initiative at Manchester University **Hours:** Varied **Placements:** Up to 20
Contact: OVS

260-982-5084
OVS@manchester.edu

Timbercrest Senior Living Community

Focus: Serving and caring for advanced age individuals. **Service Activities:** Varied. **Hours:** Varied **Requirements:** Background check **Placements:** Up to five
Contact: Brian Daniels
Director of Program & Service
260-982-2118
bdaniels@timbercrest.org
P.O. Box 501
North Manchester, IN 46962

Vernon Manor Children's Home

Focus: A children's home for developmentally disabled children. **Service Activities:** Working with children with a one-to-one approach. Providing a range of programming and assistance. **Hours:** Varied **Requirements:** Background check **Placements:** Up to 10. \$ Federal Work Study Site
Contact: Deloris Johnson
260-563-8438
deloris@vernonmanor.com
1955 Vernon St.
Wabash, IN 46992

Visiting Nurse and Hospice Home

Focus: To improve the quality of life for persons facing the end of their lives, and families. Care for the terminally ill and homebound. **Service Activities:** Provide personal care, transfer patients, prepare meals, answer call lights and other assistance. **Hours:** Varied **Requirements:** 18+, background checks, TB test, commitment for at least a semester **Placements:** Up to five
Contact: Hope Hospice: A Health Care Option
1476 West 18th St.
PO Box 621 Rochester, IN
574-224-4673
www.hopehospicefc.com

Wabash Correctional Facility

Focus: A medium to very-high security correctional facility for males and females.

Service Opportunities: Work with inmates to further their education and obtain their GEDs. Mentoring. **Hours:** Varied **Requirements:** Background check, 18+ **Placements:** Up to eight

Contact: OVS

260-982-5084

OVS@manchester.edu

Wabash Juvenile Mentoring Program

Focus: Provides juvenile probationers with personalized assistance, support, encouragement and a positive reinforcement to successfully complete probation and establish a foundation for future success. **Hours:** 1 to 2 hours per week

Requirements: 21 years of age, approval of the Wabash County Probation Department, background check

Contact: Wabash Juvenile Mentoring Program

260-571-2448

260-563-8466

YMCA of Wabash County

Focus: To assist women and children achieve self-sufficiency, and to advocate for change within the community to eliminate racism

and sexism. **Service Activities:** Fundraising, reading to children, mentoring **Hours:** Varied

Requirements: 18+ background check

Placements: Up to five

Contact: YMCA of Wabash County

500 South Cass St.

Wabash, IN 46992

260-225-0204

STUDENT GROUPS

Service & Social Action

African Student Association

African Student Association was formed to educate people on African culture, norms, values and history. It is meant to encourage strong relationships between students of African descent and other organizations on campus. It strives to encourage sharing of ideas and experiences by African students with the rest of the campus; to educate and thus dispel stereotypes. Its goals are to reach out not only to students at Manchester University but to the whole community at large. The organization does not discriminate on basis of race, religion or other culture, and everyone, not only African students, is welcome to join.

American Chemical Society

ACS is for students interested in chemistry or biology-chemistry. The yearly agenda consists of monthly socials that may include films, visiting speakers or field trips. Student summer research programs, a get-to-know-you fall picnic and a Christmas party are also features. The ACS year ends with the elections of next year's officers and a formal banquet. Dues are \$5. Contact Associate Professor Susan Klein, ACS advisor.

Association for Asian Awareness

Asian Awareness Association is designed to spread awareness about Asian culture. AAA's activities concentrate around the following

topics: diversity in culture and society, problems that exist in society, awareness of cultures, religions and ways of life. AAA engages in various activities throughout the year that encompass both the campus and the community, including a week devoted to Asian awareness. AAA holds meetings once a week to plan activities for the year. All students, faculty and staff are invited to join, attend and participate with the development of this organization.

Black Student Union (BSU)

The mission of Black Student Union focuses on promoting unity throughout the African-American community, as well as spreading unity among students of other cultures at Manchester. BSU is involved in numerous activities, including organizing school dances, theatrical productions, various presentations and activities during Black History Month, as well as meetings and social gatherings at the Intercultural Center. As stated in the Mission Statement, BSU is an active student group that sponsors cultural and social events, provides leadership opportunities, and encourages networking among African-American students, faculty and staff. BSU has participated in gospel festivals, trips to various museums, Black History Month convocation and a variety of other social and outreach activities. For more information, contact the Office of Multicultural Affairs.

Camp Mack Day

Camp Mack Day is an annual favorite that originated in 1938. This all-day event includes exciting activities that bring together Manchester students, faculty and staff. Activities include annual favorites like volleyball, euchre, and canoe competitions. The climbing wall offers teams a real challenge. The Office of Volunteer Services (OVS) organizes an annual volunteer service project to assist in preparing Camp Mack for fall and winter seasons. Transportation is provided.

Campus Interfaith Service Board

The mission of Campus Interfaith Service Board (CISB) is to encourage members of the Manchester University community to develop an authentic, living faith through service. CISB offers opportunities for students to examine and celebrate their own beliefs, traditions and faith experiences, as well as those of others in the University community. Events include worship experiences, retreats, educational and social events, and discussion forums about spiritual issues important to young adults in today's world. Look for CISB events, such as Focus on Faith Week, Peace Week and the spring retreat, on the campus calendar at www.manchester.edu.

Circle K

Circle K is a collegiate club sponsored by Kiwanis, focused on fellowship, leadership and service. Circle K's motto is: Live to serve, Love to serve. Contact OVS.

Fellowship of Christian Athletes

This newly re-energized group has weekly meetings and occasional special events

particularly geared toward students who participate in athletics, providing a place for discussion, connection, support and education while growing in faith. Currently meetings are held Wednesdays at 9 p.m. in PERC Room 128.

Feminist Student Union

The Feminist Student Union meets each Tuesday at 8 p.m. in the Student Activities Center (basement of Calvin-Ulrey). FSU discusses gender issues that affect women, educating others and combating these issues. FSU members also perform volunteer work at the Women's Shelter in Fort Wayne.

Habitat for Humanity

Founded in 1976 by Millard Fuller, Habitat for Humanity is a nonprofit, Christian housing ministry that seeks to eliminate poverty housing and homelessness from the world, and to make decent shelter a matter of conscience and action. Habitat invites people from all walks of life to work together in partnership to help build houses with families in need. Manchester University's campus chapter of Habitat for Humanity, founded in 1986 under the direction of Professor Brad Yoder, has played an active part in reaching the goals of "a decent house in a decent community for God's people in need." The campus chapter seeks to provide awareness and action in the campus and community through various fundraisers, raking leaves, day work-camp trips, and participation in Collegiate Challenge during spring break.

Hispanos Unidos

Hispanos Unidos (Hispanics United) is a support organization for students interested in learning more about and sharing Hispanic culture. Hispanos Unidos meets weekly throughout the semester. Special activities include the International Fair, dances and festivals in surrounding areas, and field trips to Chicago, Indianapolis, and to other exhibits supporting Hispanic culture. HU hosts speakers and presentations on issues important in the Hispanic culture, teaches cultural dances, music, and games, and celebrates Hispanic Heritage Month. These activities and events provide campus-wide exposure to the Latino culture. For more information, contact the Office of Multicultural Affairs.

Kenapocomoco Coalition

Kenapocomoco Coalition is an informal group of students who meet on Monday evenings to discuss social, environmental, political and other issues of conscience, share announcements and plan action. Guest speakers, videos, debates and discussions center on campus, national and trans-national topics. The coalition is organized through the peace studies and conflict resolution program at Manchester. Participants work closely with the University chapter of Amnesty International, Manchester University Environmental Group and the local Fellowship of Reconciliation in North Manchester. There is no formal membership in Kenapoc (pronounced "Keenapoke"). Programs are listed monthly in the *Kenapocomoco Newsnotes*, distributed to students on request. Contact may be made through the Peace Studies.

Manchester Activities Council

MAC is the major activities programming group on campus. It provides social, recreational and educational activities that encourage students

to enjoy campus life and to get involved in leadership experiences. MAC is comprised of students who meet weekly to plan for events such as Kick-Off Weekend, Homecoming Week, Little Siblings Weekend and May Day Weekend. To get involved with MAC, watch for new member recruitment signs, or tell any MAC member or the director of student activities of your interest.

Manchester University Environmental Club

The MU Environmental Group is concerned with protecting and preserving the Earth. It educates students and the community about such issues as recycling, reducing consumption and global environmental trends. The group utilizes *The Oak Leaves*, sidewalk chalk, and word-of-mouth to enlighten and inform the University community on various activities surrounding these topics. MUEG performs community service and volunteer work and attends various conferences to gain more information and skills. All students, faculty and staff are invited to participate.

Manchester International Association

The purpose of the MIA is to provide support for all new and continuing students from other countries who are attending Manchester. The association provides an opportunity for an exchange of culture and traditions between international students and the MU community. The association also works with the Office of Admissions in the recruitment of international students for the University. All international students are automatically eligible for membership. Persons in the Manchester University community interested in intercultural affairs also may join MIA. General meetings for student members are held every other week, and potlucks for members of the North Manchester community are held once a month. For more information, contact the Office of Multicultural Affairs.

Manchester Students Against Sweatshops

MSAS is a group of students and faculty working with the global anti-sweatshop movement. Past activities have included leafleting and demonstrations at stores that sell clothing made in sweatshops, a fashion show highlighting sweat-free clothing and letter-writing campaigns on behalf of workers in sweatshops. MSAS meets about twice a month and communicates mainly by e-mail. Contact the Office of Student Activities for more information.

Manchester Catholics

Manchester Catholics is an organization for all interested Catholic and non-Catholic students, faculty and staff. The group provides religious education, pastoral care, mutual support, fellowship and formation for service to others, all within the framework of religious, intellectual and social endeavors. Manchester Catholics sponsors weekly meetings that include times of discussion, fellowship, prayer and Scripture reading. The group also provides a monthly Mass and fellowship meal. For more information, contact the Manchester Catholics advisor.

Office Of Volunteer Services

The Office of Volunteer Services is an office of student development that helps students to learn about and participate in service activities. The OVS organizes service events, connects students with off-campus service opportunities, and helps student groups to plan service activities (including help with grant funds to finance service projects). The office is located in the Center for Service Opportunities. If interested in volunteering or simply curious about what volunteering is all about, please contact the OVS to learn more about the many volunteer opportunities available. Whether you

volunteer with a student group or by yourself, always remember that the service you give for the benefit of others is very important and is appreciated.

Get involved and MAKE A DIFFERENCE!!

Pathways Summer Service

The Pathways program sends students from Manchester University to volunteer at host sites across the United States. In addition to helping those in need, the students are enriched in many aspects of life. Open to students of all majors, Pathways encourages Manchester University students to explore career vocation through service, and allows them to consider their path in light of their current and future career aspirations. Contact the Center for Service Opportunities.

Rotaract

University Students can participate in Rotary programs to learn skills that will help them become future leaders. Youth programs allow participants to discover more about themselves and the world by participating in community projects, leadership training or cultural exchanges. Young people also learn about the principles of ethics, service and fellowship that Rotarians exemplify. Contact the Center for Service Opportunities.

Simply Brethren

Simply Brethren is sponsored by Campus Ministry and consists of students and a staff advisor who meet regularly to share fellowship and faith development. Though the group is called "Simply Brethren" and seeks to embody Church of the Brethren heritage and teachings, students from any denomination or faith are welcome to participate in the fellowship and exploration. For more information, contact the campus pastor.

Social Service Club

The Social Service Club acts as a mutual supportive community of students who share an interest in the social services, helps to create and enhance the professional identity of prospective social workers, and encourages involvement and personal interaction between students and faculty. Members gain practical knowledge of social work through contact with graduates and other professionals and have the opportunity to explore graduate and educational programs in the social services. Students gain and develop skills in group dynamics, leadership and cooperation which enhance their preparation. Any Manchester University student can be involved in Social Service Club. It is not intended only for social work and sociology majors. Contact the Department of Sociology and Social Work.

Student Alumni Council

The Manchester University SAC is sponsored by the Office of Alumni Relations. SAC's purpose is "to increase awareness and provide for a better understanding of the Alumni Association; to provide a means by which past and present students can work together for the benefit of the institution; and to enhance communication between former, present and future Manchester University students" (MC SAC constitution, Article II, Section 1-3). For more information, contact the SAC advisor.

Student Education Association

SEA is a pre-professional organization for undergraduate or graduate students in education who have not been salaried teachers. SEA is

affiliated with the 42,000-member National Education Association Student Program, which is the largest advocate organization in the world, as well as the National Education Association and the Indiana State Teachers Association. The purpose of SEA is to help prospective educators develop an understanding of the education profession and to prepare students for a career in education. It exists to help students make a smooth transition from the campus into the classroom. Meetings occur once a month concerning educational issues. Members are given the chance to help with community outreach projects. Opportunities are also available for members to attend state conferences to promote awareness of educational trends. More information is available about SEA in the education office. Those with questions may contact the Education Department.

Residence Hall Association

The Manchester University Residence Hall Association is an organization that consists of students who live in the residence halls. RHA's mission states: "RHA strives to provide the opportunity for leadership, recognition, and improvement within residential life and the Manchester Community." RHA consists of two representatives from each hall and elected executive officers. The Manchester RHA is an excellent organization from which to reach out to the entire residence hall population. For more information, contact the Residence Hall Association Office.

NOTE: If you have any questions or suggestions about volunteer opportunities, please feel free to contact the Manchester University Office of Volunteer Services: ovs@manchester.edu.

FORT WAYNE SERVICE Opportunities

GENERAL SERVICE OPPORTUNITIES

Associated Churches

Service Activities: Volunteers will work in groups to help sort donated food items. **Hours:** Flexible.

Contact: Warehouse Manager
260-422-3528
602 East Wayne
Fort Wayne, IN

Community Harvest Food Bank

Service Activities: Assist in the sorting of donated food products to be distributed to low income families.

Contact Person: Tammy Klimick
260-447-3696
999 East Tillman Rd.
Fort Wayne, IN

Friends of the Third World

Service Activities: Sorting and loading items for recycling, outside and inside painting, yard work and repairs, office work.

Contact Person: Volunteer Coordinator
260-422-6821
611 W. Wayne St.
Fort Wayne, IN 46802

Love Indeed Sharehouse

Service Activities: Sorting and displaying of donated merchandise

Contact Person: Volunteer Coordinator
260-413-5353
P.O. Box 12013
Fort Wayne, IN

Mustard Seed Furniture Bank

Service Activities: Help sort donated goods for low income families in need

Contact Person: Suzie Jordan or Barbara
260-471-5802
3636 Illinois Rd.
Fort Wayne, IN
(In the Industrial Park area between Coldwater Rd. and Lima Rd.)

Unto Others

Service Activities: Loading and unloading of donated goods

Contact Person: Loretta Inman
260-422-9934
1651 Cass St.
Fort Wayne, IN

MILITARY/VETERAN OPPORTUNITIES

Volunteer Center @ RSVP

Military Tax Preparer

See Accounting/Tax Preparation section

Military Family Team

Service Activities: Help plan activities that support veterans and military families in our area.

Veterans Employment Mentor

Service Activities: Assist veterans and newly returned active military with development and updating of their resume, work on interview skills, and be a mentor during their employment search. **Hours:** Varied **Locations:** Varied.

Contact: Volunteer Coordinator
260-424-3505

Liberty Landing – Homeless Vet Shelter

College tutor

Contact Person: Latoya Allen

260-755-6135

lallen@voain.org

Heartland Hospice

Veterans Serving Veterans

Service Activities: Be a friendly visitor to a veteran who is facing a life-limiting illness. Be a friendly supporter who understands. **Hours:** Flexible schedule.

Contact: Deb Guy

260-484-7622

Operation Military Kids

IN National Guard

Service Activities: Children's assistant. Mentor children ages 4-11 while their parents attend mandatory pre- and post-deployment sessions.

Contact: Volunteer Coordinator

260-424-3505

ACCOUNTING/TAX PREPARATION

Volunteer Center @ RSVP

Tax Preparer

Service Activities: Prepare simple federal and Indiana Tax returns. **Requirements:** VITA volunteers participate in a short training session- in class or through self-study – then are tested on what they learned. Must complete 8-hour training and certification test. Minimum age requirement is 18. **Hours:** 4 hours a week from February through April.

Military Tax Preparer

Service Activities: Prepare Federal and Indiana tax returns for active, deployed and National Guard troops and their families. **Requirements:** Military Tax volunteers receive training and pass certification test in IRS VITA tax preparation. Must complete 8-hour training and certification test.

Minimum age requirement is 18. **Hours:** Flexible throughout the year.

Tax Greeter

Service Activities: Welcome families and taxpayers to the VITA sites. Assist in the registration of taxpayers and the checking and verification of documents. **Requirements:** Volunteers are assigned to VITA sites at CANI (Community Action of Northeast Indiana) or St. Mary's Church. Minimum age requirement is 18. **Hours:** Day, evening and Saturday volunteer times are offered. 4 hours a week from February through April.

AARP Tax Aid Program

Tax Preparer

Focus: AARP Tax Aid Program provides free tax help for tax payers with middle and low income families. **Requirements:** Free tax preparation training will be provided. Minimum age requirement is 21. **Hours:** 4-6 hours per week from Jan-April 2010.

ANIMAL OPPORTUNITIES

Allen County SPCA

Community Pet Food Donation Project

Service Activities: Repackage and distribute donated food weekly; find sources to donate food, arrange for pick- up and delivery. **Requirements:** Volunteers must be courteous, respectful and positive. **Hours:** Flexible.

Dog & Feline Enrichment & Grooming

Service Activities: Socialize, groom, exercise and provide basic skills training to reduce stress and make our dogs and cats more adoptable. **Requirements:** Dog/Cat Orientation and training is required. **Hours:** Flexible.

Foster Care

Service Activities: Care for very young kittens, puppies and dogs that need special care and/or rehab in home environment. **Requirements:** Orientation and training is required. **Hours:** Flexible.

Off-Site Cat Care

Service Activities: Visit our satellite cat adoption location at PetSmart Apple Glen to provide cage cleaning, litter changing, feeding, watering and socialization. **Requirements:** Orientation and training is required. **Hours:** Flexible.

Greeter at Outreach Events

Service Activities: Assist at community outreach events. **Requirements:** Minimum age of 18.

Sort Food Donations

Service Activities: Repackage and distribute donated food weekly, find sources to donate food, arrange for pick-up and delivery. **Requirements:** Minimum age of 18.

Animal Care and Control

Animal Care Assistant

Service Activities: Assist with the care and feeding of animals in the Adoption Center; Wash, sanitize animal areas; Transport dogs to and from courtyard for exercise; clean courtyard. **Requirements:** Medium physical labor. Able to stand stoop and scoop; work independently; not allergic to any type of animal; highly dependable. Minimum age of 18. **Hours:** Minimum 2 hours per week.

Dog Walker

Service Activities: Volunteers are needed to take adoption dogs to the courtyard for their daily walk and exercises. **Requirements:** Must love dogs!! Minimum age of 18. **Hours:** Flexible - Minimum 2 hours per week.

Greeter

Service Activities: Greet customers coming to the facility, accept new adoption applications. **Requirements:** Must love animals; be friendly, courteous, and helpful. Minimum age of 18. **Hours:** 2 hrs per week.

Fort Wayne Children's Zoo

Zoo Volunteer

Service Activities: Volunteers provide a valuable assistance with many programs from office/ clerical; special events; teaching programs; animal demonstrations; interpretations, etc. Many opportunities are available in these areas

at the zoo! **Requirements:** Training is conducted twice yearly with additional training for special programs. An interview and background check is required. Volunteers must be courteous, respectful and positive when interacting with people. Minimum age of 18. **Hours:** Flexible.

Hope For Animals Low Cost Spay/ Neuter Clinic

Kennel Assistant

Service Activities: Ensure that all animals are kept in a sanitary environment, assist with laundry and pack room attendant. Minimum age of 17. **Hours:** Flexible.

Laundry/Pack Room Attendant

Service Activities: Maintain clean and organized laundry area, clean surgical instruments and prepare for sterilization, assemble packs and run the autoclave with supervision of HOPE staff, re-stock surgery and prep rooms with surgical instruments and towels. **Requirements:** Minimum age of 17. **Hours:** Flexible.

Recovery/Surgical/Induction Assistant

Service Activities: Assist RVt and Veterinarian by monitoring animals during surgery, sterilize surgical and prep areas as needed, extubate post-surgical patients, prep animals surgical sites. **Requirements:** The position requires at least 6 months as a paid vet tech/assistant. Minimum age of 17.

Food Pantry Volunteer

Service Activities: Ration dog and cat food into one-gallon Zip-loc bags. **Requirements:** Minimum age of 17. **Hours:** Flexible.

Lutheran Life Villages

Bluebird Trail Monitors

Service Activities: From March through August monitor 10 bluebird nesting boxes on the walking trail. Record data in log book. **Requirements:** Minimum age of 21. **Hours:** Flexible. 2 hours per week. March - August.

Soarin' Hawk Raptor Rehab

Animal Care Volunteer

Animal Handlers

Education Program Assistant

Event Volunteer

Rescue Volunteers

Fight Crew

Requirements: Minimum age of 18

Summit Equestrian Center

Barn & Stable Assistant

Service Activities: This position has multiple duties, including but not limited to stall cleaning, sweeping, watering horses, cleaning pastures, cleaning tack, and de-cob webbing. **Hours:** Flexible. Daily Mornings 3-4 hours per week.

Sidewalker

Service Activities: Physically support the rider while they are on the horse. **Requirements:** Previous horse experience a plus. **Hours:** Flexible. Afternoons and evenings Mon.-Sat.

Horse Leader

Service Activities: Leads the horse during therapy lessons. **Requirements:** Previous horse experience a plus. **Hours:** Flexible. Afternoons and evenings Mon.-Sat. 2 hours per month.

THE ARTS

Fort Wayne Museum of Art

Tour Guide/Special Events

Service Activities: Assist as a tour guide or special events helper. **Requirements:** Minimum age of 18. **Hours:** 2 hours per event.

BULK MAILINGS

Volunteer Center @ RSVP

Bulk Mail Team

Service Activities: Volunteers assist with bulk mail projects at a variety of local non-profit organizations in Allen County. **Requirements:** Detail oriented; Enjoys working in a group.

Hours: Flexible weekday daytime hours, short term commitment. It's a great way to meet new people.

Arts United

Bulk Mail Assistants

Service Activities: Help with bulk mailings during our spring fund drive and occasionally throughout the year as needed. **Requirements:** Adults Volunteer. **Hours:** Flexible

Healthier Moms & Babies

Bulk Mail Assistants

Service Activities: Help with bulk mailings throughout the year as needed. **Requirements:** Adults. **Hours:** Flexible

CARPENTRY/CONSTRUCTION

Early Childhood Alliance

Handy Person

Service Activities: Make minor repairs to two facilities using carpentry, minor electrical or plumbing skills; paint; help set up various equipment, etc. **Requirements:** Handy with carpentry, plumbing, etc. Bring own tools. Minimum age of 21. **Hours:** Flexible.

Genesis Outreach Inc.

General Maintenance

Service Activities: Help with small home repairs. **Requirements:** Willingness to help others. Adults. **Hours:** Flexible.

Habitat for Humanity

Construction Volunteer

Service Activities: Help with the construction of Habitat for Humanity homes for: framing, siding, roofing, cabinets, trim, painting, and several other tasks. **Requirements:** Willingness to help others. Minimum age of 18. **Hours:** Flexible.

Soarin' Hawk Raptor Rehab

General Maintenance

Requirements: Minimum age of 18

Lutheran Life Villages

Mover

Service Activities: Assist staff with moving furniture, clothing, boxes, etc.

Requirements: Must be strong and able to lift furniture and boxes. Minimum age of 25

Hours: 2-3 hours per week on Mondays.

St. Vincent Depaul

Carpentry

Service Activities: Build 4-drawer chests of drawers for low income families. Volunteers will cut out 4 x 8 sheets of wood and assemble dressers and bunk beds. Light work. No heavy lifting. **Requirements:** Handy with carpentry. Minimum age of 21. **Hours:** Flexible.

CASE MANAGEMENT AND LEGAL

Volunteer Center @ RSVP

Here to Help Program – Intake Interviewer

Service Activities: Schedule appointments and complete applications for Indiana Medicaid benefits for seniors and disabled individuals.

Requirements: Must be able to use agency laptop computer and provide own transportation. All training will be provided. Criminal background check is required. Minimum age of 18. **Hours:** Flexible.

Volunteer Lawyer Program

Guardians

Service Activities: Provide guardianship services to low-income individuals and families in the area. **Requirements:** Organizational skills; good communication skills; Background check required. Minimum age of 25. **Hours:** Long term commitment. Flexible.

The Salvation Army

Angel Tree & Christmas Families/ Tools for Schools Intake Interviewer

Service Activities: Interview clients, check required documents, and complete applications for families. **Requirements:** Organizational skills; good communication skills; some computer skills. Minimum age of 18.

Hours: Flexible.

Angel Tree & Christmas Families/ Tools for Schools Translator

Service Activities: Translate documents for Spanish or Burmese speaking clients; Interview clients; check required documents; complete applications for families. **Requirements:** Must be fluent in Spanish or Burmese; organizational skills; good communication skills; some computer skills. Minimum age of 18. **Hours:** Flexible; October.

CHILDREN

Allen County Public Library

Library Volunteer

Service Activities: Assisting with young adults and children's programs! **Requirements:** Varies with position. **Hours:** 1-3 hours per week.

Associated Churches Food Bank

Youth Assistant

Service Activities: Work with children at local free lunch sites doing crafts, playing games and assisting staff. **Hours:** Flexible Monday – Friday 10 a.m. - 2 p.m.

Erin's House

Group Facilitator

Service Activities: Provide a safe, caring environment for children, preteens, teens, young adults & adults grieving the loss of a significant relationship through death. **Requirements:** 18 hours of training prior to placement. **Hours:** 8 hours per month, flexible.

Hispanic Development

Kids Club Instructor

Requirements: Minimum age of 16

Hours: 2 hours per week; flexible.

Lutheran Social Services

Children's Village Volunteer

Service Activities: Work with children in the daycare facility: sit and rock babies, read to children, be a lunch buddy, a guest reader in classrooms. **Requirements:** Experience with children preferred. Minimum age of 18. **Hours:** 2 hours per week; flexible.

Operation Military Kids IN National Guard

Children's Assistant

Service Activities: Mentor children ages 4-11 while their parents attend mandatory pre-and post-deployment sessions

Requirements: Experience with children preferred. **Hours:** 2 hours per week; flexible.

COMPUTERS

Associated Churches

Data Entry

Service Activities: Assist in entering data on Excel spreadsheets and database software.

Requirements: Computer skills. Minimum age of 18. **Hours:** 1-3 hours per week.

Fort Wayne Parks & Recreation

Computer Class Instructor

Service Activities: Teach a wide variety of computer classes. **Requirements:** Teaching skills; Microsoft Office knowledge as well as current program knowledge. Minimum age of 18. **Hours:** 3 hours per week; flexible.

Homeless Coalition of Fort Wayne

Social Media Coordinator

Requirements: Minimum age of 18

Hispanic Development

Computer Instructor

Requirements: Minimum age of 16

St. Vincent DePaul Society

Website Maintenance

Service Activities: Assist with website changes and updates. **Requirements:** Website editing experience. Minimum age of 18. **Hours:** Flexible.

YWCA

Computer Class Facilitator

Service Activities: Assist program clients and/or staff with basic to advanced computer skills.

Requirements: Knowledge of Microsoft office programs; Ability to work with ESL clients. Minimum age of 18. **Hours:** Flexible.

CRAFTS

Volunteer Center @ RSVP

Knit & Stitch

Service Activities: Volunteers crochet and knit hats, mittens & scarves to be distributed through the Share the Warmth program in the winter.

Requirements: Knitting or crocheting. **Hours:** Flexible.

March of Dimes

Blanket Maker

Service Activities: Crochet, knit or quilt small blankets for NICU family bags. **Requirements:** Knitting, crocheting, or quilting. **Hours:** Flexible.

DISABLED

Easter Seals ARC

Adult Day Volunteer

Service Activities: Volunteer to teach adults with disabilities for the following: arts crafts, gross motor skills fine motor skills, science, music, cooking, outings. **Requirements:** Patience; compassion. Minimum age of 18
Hours: 2 hours a day, one day a month.

EDUCATION/LITERACY

Allen County Public Library

Library Assistant

Service Activities: Assist with homework help and developing reading skills at various library branches throughout Allen County.
Requirements: Varies with position. **Hours:** 3 hrs. per week.

Fort Wayne Parks and Recreation

General Instructor

Service Activities: Teach classes in areas of expertise. **Requirements:** Depends on the class needed. Minimum age of 18. **Hours:** 2 hours per week for 2-8 week sessions.

Fort Wayne Urban League

Program Assistant

Requirements: Minimum age of 21.

Early Childhood Alliance

Library Helper

Service Activities: Sanitize, inventory and label toys and other materials at the office resource library for items loaned to child care programs.
Requirements: Pleasant, friendly, attention to detail; ability to cooperate with others while following directions. **Hours:** Flexible.

Hispanic Development

Kids Club Instructor

Requirements: Minimum age of 16.

Junior Achievement of NE IN

Youth Financial Educator

Service Activities: Guide students and answer questions as they participate in the Junior Achievement's Lincoln Finance Park hands on financial simulator and learn about budgeting, managing expense, and real life financial situations. **Requirements:** Complete online training module. Minimum age of 18
Hours: 4-5 hours per event; Events held during the school year.

Liberty Landing - Homless Vet Shelter

College Tutor

Requirements: Minimum age of 18.

Real Men Read

Reader

Service Activities: Help kids learn to read! One hour a week to read to children at schools throughout Allen County. **Requirements:** Must attend a two-hour training workshop on literacy skills used in the classroom. Criminal history check required. **Hours:** Flexible.

The Literacy Alliance

Tutor

Service Activities: Assist adult learners at a learning center or at one on one meetings. Help build skills in preparation for the GED.
Requirements: Attend tutor training. Minimum age of 18. **Hours:** 1-2 hours per week.

Lutheran Social Services of IN

Financial Literacy Trainer

Service Activities: Provide money management education. **Requirements:** Attend an orientation and training. Minimum age of 18. **Hours:** 1-2 hours per week.

Neighborhood Action Center

Tutor

Service Activities: Provide homework assistance to students attending the Homework Help Program. Organization serves many Burmese and immigrant children and families. **Requirements:** Work with children in Middle and Elementary School. Minimum age of 18. **Hours:** 1-2 hours per week.

NE IN Radio Reading Service

Readers

Service Activities: Volunteers read various materials including newspapers and magazines for broadcast. Some readings are recorded ahead and others are read live, on the air. **Requirements:** Good reading voice and pronunciation needed. Live reading is done by two-person teams. Training provided. Minimum age of 18. **Hours:** A commitment of 1-2 hours per week for readers recording ahead of time. Live, on-air readers volunteer 3 hours one morning or afternoon during weekdays or once every 5 - 6 weeks if reading on a Saturday or Sunday.

The Salvation Army

Tutor /Mentor

Service Activities: Helping with homework; playing group games in the gym and being a good role model. **Requirements:** Desire to be a mentor to kids and be a good role model. Minimum age of 20. **Hours:** Choose your hours: Monday - Friday - 3:30 - 6 p.m.

United Way - Education Network

Classroom Buddy

Real Men Read

Story Friends

Locations: Meadowbrook Elementary; Southwick Elementary; Village Elementary; Arcola Elementary; Hunteertown Elementary; Lafayette Meadows Elementary; Whispering Meadows Elementary; Brentwood Elementary; Fairfield Elementary; Forest Park Elementary; Levan Scott Academy; Nebraska Elementary; Northcrest Elementary; South Wayne Elementary; Waynedale Elementary. **Requirements:** Minimum age of 17. **Hours:** Flexible.

ENVIRONMENTAL/GARDENING

A.C.R.E.S. Land Trust

Trails Maintenance Specialist

Service Activities: Help maintain trails, monitor preserves for fallen trees, keep invasive plants cleared, keeps trails open and preserves free of litter. Outdoor work. **Requirements:** Minimum age of 17. **Hours:** Flexible.

Allen County Council On Aging

Landscaping Help

Service Activities: Help with mowing, trimming, raking, and picking up debris for seniors. Also seasonal snow removal for sidewalks, driveways, front steps, etc. **Requirements:** Minimum age of 17. **Hours:** Flexible.

Associated Churches Food Bank

Gardener

Service Activities: Assist in the maintaining the prayer garden. Weeding, trimming & watering. **Requirements:** Minimum age of 18 **Hours:** Flexible. April - October.

Burmese Community Gardens

Gardener

Service Activities: Teach Burmese families and others how to plant and nurture a garden. Help families plant seeds, grow crops, and harvest the produce. Volunteers will receive fresh produce throughout the season as a thank you for their help and time. **Requirements:** Knowledge of planting, home garden skills. **Hours:** Flexible. April - October.

Foellinger-Freimann Botanical Conservatory

Butterfly Attendant

Service Activities: Assist Conservatory visitors entering and exiting the butterfly exhibit tent. **Requirements:** 3 hour session of training mandatory. Minimum age of 18 **Hours:** 3 hours shifts Tuesday – Sunday; Flexible

S.W.A.T. (Sweep, Weed and Trim) Team

Service Activities: Seasonal help (May-October) to assist in planting, mulching, weeding, and maintaining outdoor garden beds.

Requirements: Follow instructions, tolerate heat, dirt and dust. Capacity to kneel and bend. Minimum age of 18. **Hours:** 2 hours shifts Tuesday & Wednesday 10 a.m.- noon.

Habitat For Humanity

Aluminum Can Program Driver

Service Activities: Ride in our truck and assist in the pick-up of aluminum cans from various businesses and drop off locations. **Requirements:** Willingness to help others. Minimum age of 18. **Hours:** 4 hours per week; Flexible.

Lutheran Life Village

Ground's Crew Helper/Gardener

Service Activities: Help with general landscaping services during the year. **Requirements:** Able to work outside. Experienced gardeners preferred. Minimum age of 21. **Hours:** 4 hours per day; Flexible.

YWCA

Gardener

Service Activities: Maintain garden areas at both facility locations. **Requirements:** Must have love for working outdoors in the garden. Minimum age of 18. **Hours:** Flexible

Purdue Extension Service

Master Gardener

Service Activities: Become an expert in gardening and volunteer to share your knowledge with the community, give presentations, teach garden maintenance, give garden seminars, help maintain the Display Gardens at the Extension Office. **Requirements:** Must complete 17 class training session and pay training fees. Background check required. Minimum age of 18. **Hours:** Flexible.

Indiana Master Naturalist

Service Activities: Learn about Indiana plants, water ecology, and wildlife and share your knowledge with the local community.

Requirements: Must attend nine class training session and pay training fee. Year-long term commitment to volunteering required. Background check. Minimum age of 18. **Hours:** Flexible.

FOOD

Associated Churches Food Bank

Food Sorter

Service Activities: Assist in the sorting of donated food products to be distributed to low income families. **Requirements:** Ability to lift 25lbs. Minimum age of 18. **Hours:** Flexible.

Food Collection Handler

Service Activities: Assist letter carriers & staff of Associated Churches during and after annual food collection. Van & truck owners needed **Requirements:** Ability to lift 25lbs. Minimum age of 18. **Hours:** Flexible.

On-call Substitute in Local Food Banks

Service Activities: Assist in the distributing of donated food products to low income families. **Requirements:** Ability to lift 25lbs. Minimum age of 18. **Hours:** Flexible.

Community Harvest Food Bank

Food Sorter

Service Activities: Assist in the sorting of donated food products to be distributed to low income families. **Requirements:** Minimum age of 18. **Hours:** Flexible.

Senior Pak Driver

Service Activities: Deliver 22-pound grocery bags full of supplemental food to homebound seniors. Deliveries are every other week. **Requirements:** Volunteer must have own vehicle, valid driver's license, insurance and must use own gas. Minimum age of 18. **Hours:** Flexible.

East Wayne Street Center

Food Bank Assistant

Requirements: Minimum age of 18.

Fort Wayne Urban League

Kitchen Helper

Requirements: Minimum age of 18.

The Franciscan Center

Food Distribution Assistant, Delivery Driver

Requirements: Minimum age of 18.

Kingston Health Care

Baker & Cookie Helper

Service Activities: Bake and serve cookies to residents, staff and family members two times a month in the afternoons. **Requirements:** Compassion for the elderly and good social skills a plus. **Hours:** Flexible.

Mad Anthony Children's Hope House

Dinner Preparation

Service Activities: Prepare dinner for families who have children receiving treatment at Lutheran Children's Hospital. **Requirements:** Love families and a willingness to help others. Minimum age of 18. **Hours:** Weekly; bi-weekly or once a month.

The Salvation Army Food Pantry

Food Sorter

Service Activities: Assist in the sorting and distributing of donated food products to low income families. **Requirements:** Communication, organizational & sorting skills. The ability to lift at least 25 lbs.

FUNDRAISING

Genesis Outreach Inc.

Fundraiser

Service Activities: Looking for someone to help design and manage our annual fundraiser.

Requirements: Fund Development experience needed. Minimum age of 18. **Hours:** Flexible.

Lutheran Military Veterans & Families

Grant Writer

Service Activities: Need assistance in writing 8-12 grants. **Requirements:** Previous Grant writing experience necessary. Minimum age of 18. **Hours:** Flexible.

HEALTHCARE

American Red Cross

Instructor

Service Activities: Teach CPR, First Aid and Baby Sitting. **Requirements:** Must complete 26-30 hour instructor class in order to teach. Interview and background check required. Minimum age of 18. **Hours:** Must teach a minimum of two classes per year.

Clinica Madre de Dios

Volunteer Nurse or Medical Assistant

Service Activities: Escort patient to exam room, take vitals; obtain medicine and current complaints; finger stick blood sugar; record results; restock exam rooms and empty trash **Requirements:** Bilingual in Spanish helpful but not required. Minimum age of 18. **Hours:** 2.5 hours per month.

Medical Reserve Corp

Disaster Team Volunteers

Service Activities: Assist Allen County residents in times of need including public health and natural disasters. **Requirements:** If selected, you will be enrolled in a basic MRC training course. In a local disaster, volunteers could be called upon to provide additional staffing. Minimum age of 18. **Hours:** Flexible per event.

Dupont Hospital

Reception Desk

Service Activities: Attend front desk, greet customers and help direct visitors. Requirements: Excellent communication skills and friendly disposition **Hours:** 4 hr per wk.

Flower & Mail Delivery

Service Activities: Deliver flowers and mail to patients/personnel throughout the hospital. **Requirements:** Friendly disposition and ability to walk long distances are required. **Hours:** One 4 hour shift per week.

Health Visions of Fort Wayne

Nurses / Doctors/ Dentists

Service Activities: Take blood pressure, glucose and cholesterol vitals for Prevention Clinic/ AC Health Disparity Coalition. **Requirements:** LPN, RN, MD, D.O, DDS, or Medical Assistants. Minimum age of 18. **Hours:** 2.5 hours per month.

Kingston at Dupont

Manicurist

Service Activities: Help with nails, make up **Requirements:** Ability to apply nail polish and make up. **Hours:** 3 hours per week; Wednesday mornings.

Weekend Helper

Service Activities: Help with weekend activities **Requirements:** Energetic and patient. **Hours:** Flexible.

Living Luke's Legacy Primary Care Clinic

Nurses

Service Activities: Take vitals signs, assist in treating minor ills and injuries, administer TB tests, and conduct physical exams for schools and sports. **Requirements:** Nurse practitioner; RN, LPN. Minimum age of 18. **Hours:** 2 hours per month, flexible.

Lutheran Hospital

Front Desk Greeter

Service Activities: Welcome patients and their families to the hospital; direct them to patient areas; answer general questions and provide information. **Requirements:** Excellent Customer service skills required; Lots of contact with the public; long term commitment required Minimum age of 18. **Hours:** 4 hour shifts; Ongoing commitment.

ICU – Lounge Hostess

Service Activities: Help provide a welcoming place for families with loved ones in the Medical Surgical Intensive Care unit. Answer the phone; take messages & direct visitors. **Requirements:** Excellent customer service skills required; Minimum age of 18. **Hours:** 4 hour shifts; Ongoing commitment.

Matthew 25 Health :& Dental Clinics

Dentist

Service Activities: Diagnose patient's dental needs, including dental restorations (fillings), extractions and prosthesis. **Requirements:** Must have an active Indiana license. Minimum age of 18. **Hours:** 4 hours per month

Dental Assistant

Service Activities: Provide professional dental care by assisting dentists, taking x-rays and sterilizing instruments. **Requirements:** Must have an active CDA or other related certification or license. Minimum age of 18. **Hours:** 4 hrs. per week.

Dental Hygienist

Service Activities: Provide professional dental care by using a cavitron and a cavijet to assist w/ prophylaxis (teeth cleaning) and education. **Requirements:** Must have an active LDH license. Minimum age of 18. **Hours:** 4 hrs. per week.

Nurse, CNA, QMA

Service Activities: LPN and RN assessing patients, performing clinical tests, assisting physicians, carrying out orders and dispensing medication **Requirements:** Must have an active license. Minimum age of 18. **Hours:** 4 hrs. per week.

Pharmacist

Service Activities: Must be able to dispense medications and do patient education

Requirements: Must have an active Indiana license. Minimum age of 18. **Hours:** 4 hrs.

Physician

Service Activities: Must be able to correctly assess patients and develop a plan of care based on good practice techniques. **Requirements:** Must have an active Indiana license. Minimum age of 18. **Hours:** 4 hours per month.

Parkview Hospital - Randallia Campus

Guest Services Volunteer

Service Activities: Greet and direct guests and staff service areas in the hospital. **Requirements:** Excellent communication skills and friendly disposition are required. Willingness to escort guests to their destinations is a plus. **Hours:** Monday - Friday, four hour shifts.

Hospital Escort Volunteer

Service Activities: Provide courtesy dismissals via wheelchair. Escort patients, ambulatory or wheelchair to testing sites or assigned patient room. **Requirements:** Friendly; courteous; The ability to push a wheelchair with various amounts of weight. **Hours:** Monday - Friday, four hour shifts, between 8 a.m. and 8 p.m.

Parkview Hospital - North

Guest Services Volunteer

Service Activities: Greet and direct guests and staff service areas in the hospital. **Requirements:** Excellent communication skills and friendly disposition are required. **Hours:** Monday - Friday, four hour shifts, between 8 a.m. and 8 p.m.

Medical/Surgical Volunteer

Service Activities: Greet and direct guests to service areas, perform clerical duties and assists guests in the family lounge area. **Requirements:** Excellent communication skills and friendly disposition are required. Minimum age of 18. **Hours:** Friday, 4 - 8 p.m.

Orthopedic Hospital Volunteer

Service Activities: Transport patients, assemble patient information, light cleaning, stocking inventory and run errands between buildings.

Requirements: Good communication skills and friendly disposition are required. **Hours:** Mon. - Fri., 4 hr shifts, between 8 a.m. and 8 p.m.

Surgical Admissions Unit/ Operating Room Volunteer

Service Activities: Answer phones, file documents, stock inventory, assemble information packets, clean patient rooms, transport patients and interact with families.

Requirements: Excellent communication skills and friendly disposition are required. Minimum age of 18. **Hours:** Mon. - Fri., four-hour shifts, between 8 a.m. and 8 p.m.

St. Anne's Home

Patient Escort

Service Activities: Assist residents who attend daily events at facility.

Requirements: Must be able to walk two blocks and be able to push wheelchairs. Minimum age of 18. **Hours:** 1 hour per week.

St. Joseph Hospital

Hospital Mail Delivery

Service Activities: Deliver mail throughout the facility as well as to the different departments.

Requirements: Ability to be on your feet for a long period of time; Minimum age of 18. **Hours:** 4 hour shift per week.

Info Desk Greeter

Service Activities: Welcome patients and their families to the hospital; direct them to patient areas; answer general questions and provide information. **Requirements:** Excellent customer service skills required; Lots of contact with the public; long term commitment required. Minimum age of 18. **Hours:** 4 hour shift per week.

Surgical Hostess

Service Activities: Staff the surgical waiting area of the hospital. Answer the telephone, relay messages and keep track of families' whereabouts. You will be put on a sub-list for when regularly scheduled volunteers are out on vacation or sick. **Requirements:** Excellent customer service skills required; Lots of contact with the public; long term commitment required. Minimum age of 18. **Hours:** 4 hour shift per week.

Southern Care Hospice

Friendly Visitor

Service Activities: Spend time with patients either in assisted living facilities, nursing homes, or in the patient's home. Might involve reading, friendly visits, watching movies, running errands for providing their caregiver relief. **Requirements:** Personable; friendly; willingness to help others. Background check; TB Test; CPR Training; Hospice 101 education training; HIPPA and Corporate Compliance training will be given. Minimum age of 18. **Hours:** 1-2 hours a month; hours are negotiable.

Super Shots

Immunization Clinic Greeter

Service Activities: Assist staff, parents and children at the immunization clinic as needed. **Requirements:** Working with diverse groups of people from different cultures. Minimum age of 18. **Hours:** Every Wednesday from 4 - 7 p.m.

VA Hopsital

Greeter & Reception Desk

Service Activities: Assist in education, visiting patients, reception desk, greeters, transportation, etc. **Requirements:** Excellent communication skills and friendly disposition are required. Minimum age of 18. **Hours:** Flexible.

HOLIDAY OPPORTUNITIES

Volunteer Center @ RSVP

Share the Warmth Coats for Kids

Service Activities: Volunteers assist in the collection, sorting and distribution of new and gently used donated coats to local nonprofit agencies, schools, shelters, faith based and social service agencies. **Requirements:** No special skills but a willingness to assist families in need. Some physical work is required. Volunteers sort coats from bins and bag them for distribution. **Hours:** Flexible; November and December.

The Salvation Army

Angel Tree & Christmas Families

Distribution Helper

Service Activities: Sort, separate and organize donations received. **Requirements:** Organizational skills; Standing and bending. Minimum age of 18. **Hours:** Flexible; mid December; 9 a.m. - noon or 1 - 4 p.m.

Bell Ringers

Service Activities: Ring bell in front of stores during the holiday season. **Requirements:** Reliable and trustworthy; stand in the cold for long periods of time. Minimum age of 18. **Hours:** Flexible; November and December.

Kettle Donation Counter

Service Activities: Count donations from kettles brought in from bell ringers. **Requirements:** Reliable and trustworthy; good with numbers and counting. Minimum age of 18. **Hours:** Flexible; November and December.

HOMELAND SECURITY

American Red Cross

Disaster Team Volunteers

Service Activities: Members respond to single family disaster such as house fires and provide immediate assistance to families. **Requirements:** Ability to respond quickly when called. Red Cross will have orientation and training classes. Interview and background check required. **Hours:** 1 week intervals on call.

CERT Team Volunteer

Disaster Team Member

Service Activities: CERT teams are citizens trained by local professionals (fire, law enforcement, emergency medical and emergency management personnel) in the skills most important to local disasters. **Requirements:** If selected, you will be enrolled in a basic CERT training 28 hour course. You will participate in regular supplemental training and mock disasters to enhance your skills throughout the year. Minimum age of 18. **Hours:** Flexible per event.

United Way of Allen County - 211 Intake

Disaster Team

Service Activities: Answer calls from the public; assess caller's needs and refer to appropriate resources in the community. The most need for volunteers will be during times of health crisis or disaster. **Requirements:** Customer Service/ phone etiquette skills; some computer skills. Training will be done on any phone scripts or database usage, Minimum age of 18. **Hours:** 3-5 hours.

IMMIGRATION

Volunteer Center @ RSVP

Tax Program Translator

Service Activities: Volunteer to be a translator for low income working families receiving

income tax preparation at our VITA tax sites.

Requirements: Must be fluent in Spanish or other languages; organizational skills; good communication skills. Minimum age of 18. **Hours:** 4 hours per week, from the end of January to mid April. Daytime, evening and weekend hours are available.

Catholic Charities

ESL Class Volunteer

Service Activities: Volunteer to assist with ESL classes. **Requirements:** Must be fluent in Spanish or other languages; good communication skills. Minimum age of 18. **Hours:** Flexible.

Kids Club Instructor

Service Activities: Mentor children ages 4-11 while their parents attend English classes. Activities include: reading, crafts, games & sports. **Requirements:** Experience with children preferred. **Hours:** 2 hours per week; Flexible.

Hispanic Development

Computer Instructor

Kids Club Instructor

Requirements: Minimum age of 18.

Neighborhood Action Center

Tutor

Service Activities: Provide homework assistance to students attending the Homework Help Program. Organization serves many Burmese and immigrant children and families. **Requirements:** Work with children in Middle and Elementary School. Minimum age of 18. **Hours:** 1-2 hours per week.

Neighborhood Christian Legal Clinic

Attorneys

Service Activities: Provide pro bono legal representation and preventive law education to low income families and immigrants. **Requirements:** Must be a lawyer. Fluency in Spanish or other language a plus. **Hours:** Flexible.

Translators

Service Activities: Burmese translators needed to assist clients at legal clinic. **Requirements:** Fluency in Burmese. **Hours:** Flexible

The Salvation Army

Angel Tree & Christmas Families Translator

Service Activities: Translate documents for Spanish or Burmese speaking clients; Interview clients; check required documents; complete applications for families. **Requirements:** Must be fluent in Spanish or Burmese; organizational skills; good communication skills; some computer skills. Minimum age of 18. **Hours:** Flexible; October.

Tools for Schools Translator

Service Activities: Translate documents for Spanish or Burmese speaking clients; Interview clients; check required documents; complete applications for families. **Requirements:** Must be fluent in Spanish or Burmese; organizational skills; good communication skills; some computer skills. Minimum age of 18. **Hours:** Flexible; July.

YWCA

English Class Facilitator

Service Activities: Teach basic English to immigrant/refugee population. **Requirements:** Ability to work with individual whose primary language is not English. Minimum age of 18. **Hours:** 4 hours per week; Flexible.

LIBRARY

Allen County Public Library

Library Assistant

Service Activities: Over 80 different volunteer opportunities at different library branches throughout Allen County. **Requirements:** Varies with position. **Hours:** 1-3 hours per week.

Early Childhood Alliance

Library Helper

Service Activities: Sanitize, inventory and label

toys and other materials at the office resource library for items loaned to child care programs. **Requirements:** Detail oriented: Pleasant, friendly, attention to detail; ability to cooperate with others while following directions. Minimum age of 16. **Hours:** 4-5 hours per month; Flexible.

NE IN Radio Reading Service

Readers Needed

Service Activities: Read various materials including newspapers and magazines for broadcast. **Requirements:** Good reading voice and pronunciation needed. Live reading is done by two-person teams. Training provided. Minimum age of 18 **Hours:** 1-2 hours per week for readers. Live, on-air readers volunteer 3 hours one morning or afternoon.

MENTORING

Associated Churches Food Banks

Youth Mentor

Service Activities: Work with children at local free lunch sites doing crafts, playing games, assisting staff. **Requirements:** Minimum age of 18. **Hours:** Flexible.

Isaiah Center

Support Group Facilitator

Requirements: Minimum age of 18.

Junior Achievement

Finance Park Volunteer

Service Activities: Volunteers are needed each Finance Park day to work with a group of students in a shop by guiding them and answering questions as they arise. **Requirements:** training provided. Minimum age of 21. **Hours:** Flexible.

The Salvation Army

Mentor/ After School Helper

Service Activities: Interact one on one with kids after school. Helping with homework; playing group games in the gym and being a good role model. **Requirements:** Minimum age of 18. **Hours:** Flexible.

MUSEUMS

Science Central

Admission/Gift Store

Service Activities: Help with the following activities: visitor service; product demo; retail activities; register operations.

Hours: Flexible.

Exhibit Team

Service Activities: Help with woodworking & shop work; maintenance, exhibit upkeep; groundskeeping. **Hours:** Flexible.

Education Team

Service Activities: Help with the following activities: tidal pool and swap shop; exhibit interpretation; demos & labs. **Requirements:** Interest in science **Hours:** Flexible.

High School Team

Service Activities: Help with tidal pool and swap shop; exhibit interpretation; demos & labs.

Requirements: Interest in science. **Hours:** Flexible.

Weekend Team

Service Activities: Help with tidal pool and swap shop; exhibit interpretation; demos & labs.

Requirements: Interest in science. **Hours:** Flexible.

Special Project Team

Service Activities: Assemble materials for future programs; assist with small scale mailings; data entry; filing; you may even find yourself building popsicle bridges or cooking slime!! **Hours:** Flexible.

OFFICE AND CLERICAL

AARP

Interviewer & Data Gatherer

Service Activities: Contact companies and service agencies in Allen County. Interview each institution to learn of all the services provided for persons who are age 50 and over.

Requirements: Good communication skills
Minimum age of 18. **Hours:** Flexible.

Aging and In Home Services

Clerical Assistant

Service Activities: File client information, copy work, compile mailings and packets, stamp envelopes and similar routine tasks. **Hours:** 5-10 hours per week.

Allen County SPCA

Office & Housekeeping Support

Service Activities: Help prepare mailings, do laundry, clean and perform other tasks needed

Requirements: Minimum age of 18 **Hours:** Flexible.

Allen County Council on Aging

Clerical Assistant

Service Activities: Answer incoming calls and scan paperwork into system. **Requirements:** Minimum age of 18. **Hours:** Flexible.

Big Brothers/Big Sisters of NE IN

Clerical Assistant

Service Activities: Answer incoming calls, file, input data into database system. **Requirements:** Minimum age of 18. **Hours:** Flexible.

Community Transportation Network

Office Assistant

Service Activities: Provide help with general office or accounting duties as needed.

Requirements: Need to have knowledge of general office equipment, computer, etc.
Minimum age of 18. **Hours:** 4 hours per week.

Community Harvest Food Bank

Clerical Assistant

Service Activities: Assist with filing, data entry, and mailings. **Requirements:** computer skills.
Minimum age of 21. **Hours:** Flexible

East Wayne Street Center

Office Volunteer

Requirements: Minimum age of 18.

Easter Seals ARC Foundation

Office Volunteer

Service Activities: Assist with completing sales of merchandise, preparing orders for mailing and assist where needed with the store. **Requirements:** Need to have knowledge of general office equipment, computer, etc/ Minimum age of 18. **Hours:** 4 hours per week.

Fort Wayne Parks & Recreation – Community Center

Data Entry

Service Activities: Enter e-mail addresses into database. **Requirements:** Computer skills. Minimum age of 18. **Hours:** Flexible.

Information Desk

Service Activities: Answer telephone, greet visitors, register people for classes, and take in fees. **Requirements:** Must have excellent customer service skills and be able to make change. Minimum age of 18. **Hours:** 4.5 hours per week.

Habitat for Humanity

Office Assistant

Service Activities: Complete various tasks including mailings, folding brochures, general office duties. **Requirements:** Office skills. Minimum age of 18. **Hours:** Flexible.

Heartland Hospice

Clerical & Data Entry

Service Activities: Provide clerical support and assistance with mailings and filing records **Requirements:** Excellent customer service and phone skills, courteous, basic computer skills also needed. Minimum age of 18. **Hours:** Flexible.

Hope for Animals Low Cost Spay/ Neuter Clinic

Office Assistant

Service Activities: Answer phones, set appointments, answer questions to walk in customers, file medical records, make reminder calls for upcoming appointments, and assist with morning intake, afternoon vaccine clinic and/or evening discharge. **Requirements:** Office skills. Minimum age of 18. **Hours:** Flexible.

Long Term Care Ombudsman Program

Clerical Assistant

Service Activities: Small clerical work in office. **Requirements:** Excellent customer service and phone skills, courteous, basic computer skills also needed. Minimum age of 18. **Hours:** Flexible.

Lutheran Life Villages

Assistant to Director of Volunteers

Service Activities: Assist the director of volunteers to coordinate special fundraising projects, record keeping, etc. **Requirements:** Must have good communication and computer skills. Minimum age of 25. **Hours:** Flexible. 3 hours per day.

Lutheran Military & Veterans

Assistant to the Exec. Director

Service Activities: Answer phones greet visitors, general office tasks. **Requirements:** Must have good communication and computer skills. Minimum age of 25. **Hours:** Flexible.

Muscular Dystrophy Association

Office Assistant

Service Activities: Assist with general office tasks; mailings; labeling; sorting; organizing. **Requirements:** Must have good organizational skills and be able to follow directions well. **Hours:** 4-12 hours per week.

Mustard Seed Furniture Bank of Fort Wayne

Office Assistant

Service Activities: Assist with clerical duties.

Requirements: Minimum age of 18. **Hours:** Flexible.

Southern Care

Clerical Assistant

Service Activities: Answer phones, shred papers, make copies, filing as well as greet visitors. **Requirements:** Communication skills, experience in office work or data entry. Hospice 101 education training; HIPPA and Corporate Compliance training will be given. Minimum age of 18. **Hours:** Flexible

VA Northern IN Health Care System

Clerical

Service Activities: Volunteers assist in a variety of roles involving data entry, library assistance, bulk mail and general office support. **Requirements:** Courteous; personable; and dependable. **Hours:** Flexible

SENIOR CITIZENS

Adam and Bruce Apartments

Exercise Class Leader

Service Activities: Experienced person to lead two ½ hour sessions of chair exercises for seniors at our facility. **Requirements:** Fitness training for seniors. Minimum age of 21. **Hours:** 4 hours per month; flexible.

Allen County Council on Aging

Volunteer Caller : Tele-care

Service Activities: Call elderly clients from your own phone at a pre-arranged time each day, to check on their well-being and have a friendly chat. **Requirements:** Desire to help the elderly and enjoy talking on the phone. Minimum age of 25. **Hours:** 1 hour per week.

Health Visions of Fort Wayne/Faith in Action Fort Wayne

Caregiver Assistant

Service Activities: Provide supportive services to individuals in the central/southeast Fort Wayne area that are homebound, frail, and elderly or affected with long term health conditions. Some duties may include: light housekeeping; doctor appointments; shopping; telephone reassurance; minor repairs; reading; sending cards; and friendly visits. **Requirements:** No special training needed. Kindness, compassion, and willingness to help others. Minimum age of 18. **Hours:** Flexible.

Kingston @ Dupont

BINGO Caller

Service Activities: Monday afternoons from 2-4 p.m. and call numbers for the weekly BINGO game. **Requirements:** Energetic, patient, and a strong speaking voice. **Hours:** 1 hour per week; flexible.

Weekend Helper

Service Activities: Assist staff with weekend activity events. **Requirements:** Energetic and patient. **Hours:** 1 hour per week; flexible.

Kingston Residence of Fort Wayne

Activity Assistant

Service Activities: Assist staff with activity events. **Requirements:** Energetic and patient. **Hours:** Flexible.

Happy Hour Assistant

Service Activities: Assist in serving and clean up during "Happy Hour". **Requirements:** Energetic and patient. Minimum age of 21. **Hours:** 1 hour per week.

Kingston Health Care

Friendly Visitor

Service Activities: Visit designated residents who need extra companionship. The volunteer could read, visit, or simply play games with the resident. **Requirements:** Compassion and love for the elderly. **Hours:** Flexible.

Game Activity Leader

Service Activities: Coordinate a euchre game, solicit people to play and encourage participation. **Requirements:** Love of playing cards and compassion for elderly. **Hours:** Flexible. 4 times a month.

Popcorn Popper

Service Activities: Use our popcorn popper and make popcorn for our seniors! **Requirements:** Compassion for elderly. **Hours:** Flexible. 2 times a month on Wednesday.

Long Term Care Ombudsman Program

Ombudsman Assistant

Service Activities: Introduce residents and their families to the Ombudsman program promote the rights of each resident. Educate and empower residents to ensure their rights. Emphasize individual dignity and self-determination. Assist residents and their families in voicing their concerns by their consistent presence. Observe and report general conditions within the nursing home setting. **Requirements:** Compassion and love for the elderly. Go thru a basic training of 4 hours and a commitment of one year. **Hours:** Flexible.

Lutheran Life Villages

Resident aid

Service Activities: Assist male nursing home residents with shopping and going to and from the business office. **Requirements:** No special training needed. Kindness, compassion, and willingness to help others. Minimum age of 40. **Hours:** Flexible. 2-4 hours a week.

Activity Assistant

Service Activities: Leading and assisting group activities such as bingo, checkers, cards and other games; drive the large bus for outings to the various theaters; assist residents to activities via wheelchairs. Providing one on one visits with bed bound residents. **Requirements:** No special training needed. Kindness, compassion, and willingness to help others. **Hours:** Flexible.

Salem Manor

Bingo Caller

Requirements: Minimum age of 18.

SHIIP Volunteer

Medicare Counselor

Service Activities: Assist with questions on Medicare, Medicare supplements, Medicaid, long term care and others. Provide side by side policy comparisons and analysis of insurance needs. Volunteer may choose to be either a phone or an on-site counselor. **Requirements:** Volunteers complete a 24 hour basis training course and must commit for a minimum of one year. Minimum age of 18. **Hours:** Flexible.

Southern Care Hospice

Friendly Visitor

Service Activities: Spend time with patients either in assisted living facilities, nursing homes, or in the patient's home. This might involve reading, friendly visits, watching movies, running errands for them or providing their caregiver relief.

Requirements: Personable; friendly; willingness to help others. Background check; TB Test; CPR Training; Hospice 101 education training; HIPPA and Corporate Compliance training will be given. Minimum age of 18

Hours: 1-2 hours a month; hours are negotiable.

SPECIAL EVENTS

Volunteer Center @ RSVP

Share the Warmth Coats for Kids Team

Service Activities: Volunteers assist in the collection, sorting and distribution of new and gently used donated coats to local non-profit agencies, schools, shelters, faith based and social service agencies. **Requirements:** No special skills but a willingness to assist families in need. Some physical work is required. Volunteers sort coats from bins and bag them for distribution. **Hours:** Flexible; November and December.

Special Events Team

Service Activities: Join our Special Events Team and assist at local festivals, and community events such as Three Rivers Festival, German Fest, City of Fort Wayne Community Events, Salvation Army Tools for Schools and Christmas Families assistance, etc. It's a great way to meet new people. Be part of this fun and energetic team!

Requirements: Good customer service skills, good at working with the public. **Hours:** Flexible hours.

Allen County SPCA

Outreach Events

Service Activities: Represent the ACSPCA at outreach events, interact with the public at fairs and expos, and assist at other community events according to your abilities and talents.

Requirements: Good communication skills; friendly. Minimum age of 18. **Hours:** Flexible

Special Events & Fundraising

Service Activities: Help plan and execute fund- raisers, and secure both in-kind and monetary donations. **Requirements:** Good communication skills; friendly Minimum age of 18. **Hours:** Flexible. Fort Wayne Urban League

Kitchen Helper

Requirements: Minimum age of 18.

Get Green - St. Patrick's Day Event

Kids Area

Ticket Collector

Table Clean Up

Requirements: Minimum age of 18.

Fort 4 Fitness

Fall Event

Saturday, September 27, 2014

Expo and Packet Set Up (Thurs.)

Packet Pick Up (Fri.)

Course Marshal (Fri. and Sat.)

Course Set Up (Fri.)

Registration Assistants (Sat.)

Gear Check Assistants (Sat.)

Start and Finish Line Assistants (Sat.)

Food Area Helpers (Sat.)

Requirements: Minimum age of 16

Spring Cycle Event

Miscellaneous Setp Up (Fri. and Sat.)

Registration Assistants (Sat.)

Gear Check Assistants (Sat.)

Start and Finish Line Greeters (Sat.)

Start Line Helpers (Sat.)

Requirements: Minimum age of 16

Healthier Moms and Babies

Special Event Aide

Service Activities: Help with events throughout the year and represent organization at events such as Fort 4 Fitness as a walker, runner or member of the cheer block section.

Requirements: Pleasant attitude, willingness to help others. Minimum age of 18. **Hours:** 3 hours shifts per event.

Fort Wayne Parks & Recreation

Special Events

Service Activities: Planning and coordinating activities; take tickets; set up and tear down; prepare and serve food; decorate; make centerpieces; work game areas. **Requirements:** Willingness to help plan or work an event. Minimum age of 18. **Hours:** Flexible.

March of Dimes

Event Volunteer

Service Activities: Help with various activities throughout the year, set up or tear down or assistant at event. **Hours:** 2 hours per event; Flexible.

Healthier Moms & Babies

Donations Assistant

Service Activities: Sort and display donated merchandise at monthly distribution event. **Hours:** Flexible.

Cross Border Partners

Sorter

Service Activities: Sort and divide donations to prepare for distribution to clients. **Requirements:** Minimum age of 18. **Hours:** Flexible.

THRIFT STORES

Habitat ReStore

ReStore Associate

Service Activities: Clean, price, and set up new/used building materials and home products for a retail store that funds Fort Wayne Habitat for Humanity. **Requirements:** Flexibility, diverse jobs with priorities that change quickly; Dress appropriately, work will be both inside and out. Minimum age of 18. **Hours:** Flexible.

Huntertown UMC/Career Closet

Donations Sorter

Service Activities: Help sort and organize clothing, or help with repairs of furniture or clothing. **Requirements:** Some lifting involved; heavy lifting with assistance. **Hours:** Flexible.

Mustard Seed Furniture Bank of Fort Wayne, Inc.

Donations Sorter

Service Activities: Help sort various linens and household items that are donated and place on the shelves. **Requirements:** Some lifting involved; heavy lifting with assistance. **Hours:** Flexible.

Allen County SPCA

Donation collection

Service Activities: Pick up product donations. **Requirements:** Valid Drivers License/insurance; Background and driving record check. Minimum age of 18. **Hours:** Monthly commitment.

Love In Deed - Sharehouse

Stock Clerk

Requirements: Minimum age of 7 (with adult supervision).

The Rescue Mission

Donation Sorter

Requirements: Minimum age of 18.

Women's Bureau - Dress for Success

Boutique Inventory Merchandiser Personal Shopper

Requirements: Minimum age of 18.

TRANSPORTATION

Cancer Services of Allen County

Driver

Service Activities: Assist a cancer patient with transportation to chemotherapy and oncology appointments. **Requirements:** Valid Drivers License/insurance; Background and driving record will be checked. Minimum age of 21. **Hours:** Flexible hours; vary between 7 a.m. - 5 p.m. Monday- Friday. You choose the hours you are available.

Community Transportation Network – CTN

Senior Keys Driver

Service Activities: Provide medical transportation to seniors and individuals with disabilities. **Requirements:** Valid Drivers License/insurance; Background and driving record check. Minimum age of 21. **Hours:** Flexible.

Community Harvest Food Bank

Senior Pak Driver

Service Activities: We need volunteers to deliver 22-pound grocery bags full of supplemental food to homebound seniors. Deliveries are every other week. **Requirements:** Volunteer must have own vehicle, valid driver's license, insurance and must use own gas. Minimum age of 18. **Hours:** Flexible position is great for: Community service hours; retired individuals.

Fort Wayne-Allen County Airport Authority

Hospitality Host

Service Activities: Provide friendly and helpful assistance to passengers and visitors, including arrival and departure information, driving direction and area events. **Requirements:** Friendly personality, familiarity with local attractions and events. Must pass a criminal background check. Minimum age of 18. **Hours:** Flexible.

Habitat ReStore

Donation Pick-up Assistant

Service Activities: Ride with the driver for the Habitat ReStore vehicle and assist in the pick-ups and the unloading of items. **Requirements:** Ability to lift assorted building materials (60+ lbs); Dress appropriately. Minimum age of 21. **Hours:** Desired work Schedule: 8:30 a.m. - noon or 12:30 - 4 p.m. Days needed: Wednesday, Thursday, Friday.

Habitat for Humanity

Volunteer Driver

Service Activities: Volunteers willing to work be- side our truck driver and assist them in the pickup of materials from donors. **Requirements:** This job typically includes lifting and volunteers need to be able to lift at least 25 lbs. repetitively. Minimum age of 18. **Hours:** Volunteers do not need to make a weekly commitment to work at the store, but we do prefer volunteers who are willing to come on a regular basis.

Homebound Meals, Inc.

Volunteer Driver

Service Activities: Deliver hot meals to clients in Fort Wayne over the noon hour. Use your own car and gas (minimal gas cards are available). **Requirements:** Must have a valid drivers license, reliable car and insurance. Minimum age of 18. **Hours:** 1½ hrs. per week.

Lutheran Life Villages

Drivers

Service Activities: Drive vans or buses to take residents on outings or to medical appointments **Requirements:** Must have a valid driver's license, insurance. Minimum age of 25. **Hours:** Flexible.

Love In Deed - Sharehouse

CDL Drivers

Requirements: Minimum age of 18.

Salvation Army

Drivers

Service Activities: Sunday driver needed to transport members. **Requirements:** Must have a clean driving record and be able to drive a 12 passenger van. Minimum age of 18. **Hours:** Time Commitment: 10 a.m. - 1 p.m. Sunday.

ORGANIZATIONS AND POINTS OF CONTACTS

A.C.R.E.S. Land Trust

Contact: Tina Puitz
260-637-2273
tpuitz@acreslandtrust.org
1802 Chapman Rd
Huntertown, IN 46748
www.acreslandtrust.org

AARP Allen County Project

Various locations around
Allen County, IN
260-486-5654

Adam & Bruce Apartments

Contact: Marsha Baird
260-447-3305
marsha.baird@RHF.org
5910 Hessen Cassel Rd
Fort Wayne, IN 46816
www.RHF.org

Aging and In Home Services

Contact: Gary Ward
260-745-1200
2927 Lake Avenue
gward@agingihs.org
Fort Wayne, IN 46805
www.agingihs.org

Allen County Council on Aging

233 W Main St
Fort Wayne, IN 46802
Contact: Gina Gibson
260-426-0060
ginag@allencoac.com
www.accoa.org

Allen County Public Library

Contact: Sandy Screeton
260-421-1222
sscreeton@acpl.lib.in.us
900 Library Plaza
Fort Wayne, IN 46802
www.acpl.lib.in.us

Allen County SPCA

Contact: Mark Hannon
260-744-0454
mark@acspca.org
4914 Hanna St
Fort Wayne, IN 46806
www.acspca.org

American Red Cross

Contact: Monica Herbst
260-484-9336 Ext. 204
Monica.Herbst@redcross.org
1212 E. California Rd.
Fort Wayne, IN 46825
www.redcrossofnein.org

Animal Care & Control

Contact: Jodi Hamilton
260-427-2579
Jodi.Hamilton@ci.ft-wayne.in.us
3820 Hillegas Rd.
Fort Wayne, IN 46808
www.cityoffortwayne.org/animal-care-and-control

Arts United

Contact: Wendy Hatch
260-424-0646
whatch@artsunited.org
114 E. Superior St.
Fort Wayne, IN 46805
www.artsunited.org

Associated Churches Food Bank

Contact: Charlene Rorick
260-422-3528
charlene@associatedchurches.org
602 E. Wayne St.
Fort Wayne, IN 46802
www.associatedchurches.org

Big Brothers/Big Sisters of NE Indiana

Contact: Ashley Moyes
260-203-3330
Ashley.moyes@bbbsnei.org
2439 Fairfield Ave
Fort Wayne, IN 46807

Cancers Services of NE IN

Contact: Cheryl Dafforn
260-484-9560
cdafforn@cancer-services.org
6316 Mutual Drive
Fort Wayne, IN 46825

Catholic Charities

Contact: Lisa Young
260-422-5625
lyoung@ccfwsb.org
316 E. Washington Blvd.
Fort Wayne, IN 46802

CERT Team Volunetter

Contact: Brad Witte
260-449-7578 200 E. Berry Suite 360
Fort Wayne, IN 46802
www.fwachomeland.org

Community Harvest Food Bank

Contact: Tammy Klimek
260-447-3696
tklimek@feedingamerica.org
999 E Tillman RD
Fort Wayne, IN 46806
www.chfb.org

Community Transportation Network

Contact: Brad Davis
260-420-3407
brad@4CTN.org
2701 S Coliseum Blvd Suite 1315
Fort Wayne, IN 46803
www.4CTN.org

Cross Borders Partners

Contact: Nancy Koeneman
260-484-8580 4611 Newaygo
Fort Wayne, IN 46805

Dupont Hospital

Contact: Brandon Beck
260-416-3008
bbeck@lhn.net
2520 E. Dupont Rd.
Fort Wayne, IN 46825
www.theduponthospital.com

Early Childhood Alliance

Contact: Teresa Miller
260-485-9122
tmiller@ecalliance.org
3320 Fairfield Ave.
Fort Wayne, IN 46807
www.ecalliance.org

Easter Seals ARC

Contact: Leslie Jones
260-456-4534
jones@esarc.org
4919 Coldwater Road
Fort Wayne, IN 46825

East Wayne Street Center

Contact: Marjorie Warnick
260-422-6502
mwarnick@ewscenter.org
801 East Wayne St.
Fort Wayne, IN 46803

Embassy Theater

Contact: Sara Nelson
260-424-6287
sara@fwembassytheatre.org
125 W. Jefferson Blvd.
Fort Wayne, IN 46802
www.fwembassytheatre.org

Erins House for Grieving Children

Contact: Kathleen Benson-Chaney
260-423-2466
Kathleen@erinshouse.org
3811 Illinois Rd Suite 205
Fort Wayne, IN 46804
www.erinshouse.org

Foelling-Freimann Botanical Conservatory

Contact: Rebecca Canales
260-427-6442
rebecca.canales@cityoffortwayne.org
1100 S Calhoun St
Fort Wayne, IN 46802
www.botanicalconservatory.org

Fort Wayne Children's Zoo

Contact: Kathy Terlizzi
260-427-6868
volunteer@kidszoo.org
3411 Sherman Blvd.
Fort Wayne, IN 46808
www.kidszoo.org

Fort Wayne Habitat for Humanity

Contact: Kory Stucky
260-422-4828
kstucky@fortwaynehabitat.org
629 E. Washington Blvd.
Ft. Wayne, IN 46802

Fort Wayne Housing Authority

Contact: Mary Morris
260-449-7725
mmorris@fwha.org
7315 Hanna Street
Fort Wayne, IN 46816

Fort Wayne Museum of Art

311 E Main St
Fort Wayne, IN 46802
260-422-6467
mail@fwmoa.org
www.fwmoa.org

Fort Wayne Parks & Recreation

233 W Main St
 Fort Wayne, IN 46805
 260-427-6461
www.fortwayneparks.org

Fort Wayne Pet Food Pantry

Contact: Pam Tracy
 260-478-4851
fwpetfoodpantry@yahoo.com
 1333 Maycrest Dr.
 Fort Wayne, IN 46805
www.hope-for-animals.org

Fort Wayne-Allen County Airport Authority

Contact: Judy Lake
 260-446-3439
jlake@fwairport.com
 3801 W Ferguson Rd
 Fort Wayne, IN 46819
www.flyfwa.com

Fort Wayne Parks & Recreation - Foelling Theatre

Contact: Tim Byers
 260-427-6018
Tim.Byers@cityoffortwayne.org
 3411 Sherman Blvd
 Fort Wayne, IN 46808
www.fortwayneparks.org

Get Green - St. Patrick's Day Fest

Contact: Jennifer Smith
 260-437-9771
 1405 Broadway
 Fort Wayne, IN 46802

Health Visions of Fort Wayne

Contact: Renetta Williams
 260-745-1600
rwilliams@hvusa.org
 2135 S Hanna St
 Fort Wayne, IN 46803
www.hvusa.org

Healthier Mom & Babies

Contact: Sally Edington
 260-425-3348
info@healthiermomsandbabies.org
 700 Broadway MOB #316
 Fort Wayne, IN 46802
www.healthiermomsandbabies.org

Heartland Hospice

Contact: Deb Guy
 260-484-7622
4652officestaff3@hcr-manorcare.com
 1315 Directors Row Ste 210
 Fort Wayne, IN 46805
www.hcr-manorcare.com/heartlandhospice/FtWayne

Hispanic Development

Contact: Leonel Pech
 260-602-6203
leonelpech@frontier.com
 1701 Capital Ave.
 Fort Wayne, IN 46806
www.planetfortwayne.org

Homebound Meals

Contact: Barbara Umber
 260-422-3296
director@homeboundmealsfw.org
 611 W. Berry St.
 Fort Wayne, IN 46802
www.homeboundmealsfw.org

Homeless Coalition of Fort Wayne

Contact: Mariangel Ayala
 260-557-1230
email@staff.hcftw.org
 P.O. Box 15611
 Fort Wayne, IN 46885

Fort 4 Fitness

Contact: Jake Schwerer
 260-202-4917
volunteer@Fort4Fitness.org
 1701 Freeman St.
 Fort Wayne, IN 46802
www.Fort4Fitness.org

Hope for Animals Low Cost Spay/Neuter Clinic

Contact: Emily Pinney
 260-420-7729
info@hope-for-animals.org
 1333 Maycrest Drive
 Fort Wayne, IN 46805
www.hope-for-animals.org

Huntertown UMC/Career Closet

Contact: Sherry Myers
 260-637-3798
 missions@huntertownumc.org
 16021 Lima Road
 Huntertown, IN 46748
 www.huntertownumc.org

Isaiah Center

Contact: Kacie Conley
 260-241-2769
 kacie@theisaiahcenter.org
 Fort Wayne, IN 4680
 www.theisaiahcenter.org

Junior Achievement Northern Indiana

Contact: Hayli Dick
 260-484-2543
 hayli.dick@ja.org
 601 Noble Drive
 Fort Wayne, IN 46805

Kingston @ Dupont

Contact: Gina Crager
 260-490-5111
 gcrager@kingstonhealthcare.com
 1716 E. Dupont Rd.
 Fort Wayne, IN 46805

Kingston Care Center

Contact: Trish Lovett
 260-489-2552
 tlovett@kingstonhealthcare.com
 1010 W. Washington Center Road
 Fort Wayne, IN 46825

Kingston Residence

Contact: Rachael Fox
 260-747-1523
 RFox@kingstonhealthcare.com
 7515 Winchester Rd
 Fort Wayne, IN 46819

Liberty Landing Homeless Veterans Shelter

Contact: LaToya Allen
 260-755-6135
 lallen@voain.org
 2833 S. Calhoun St.
 Fort Wayne, IN 46807
 www.voai.org

Living Luke's Legacy

Contact: Volunteer Coordinator
 260-744-3228 x 340
 livinglukeslegacy@gmail.com
 Bethlehem Lutheran Church
 3705 South Anthony Blvd., rear door #9
 Fort Wayne, IN 46806
 www.livinglukeslegacy.com

Long Term Care Ombudsman Program

Contact: Sonia Coe
 260-469-3161
 scoe.ombudsman@gmail.com
 1832 E. Paulding Road
 Fort Wayne, IN 46803

Love In Deed/Sharehouse

Contact: Martha Casselman
 260-413-5353
 id_do@comcast.com
 1331 E. Berry St.
 Fort Wayne, IN 46805
 www.sharehouseid.org

Lutheran Hospital of Indiana

Contact: Andrew Gritzmaker
 260-435-7001
 agritzmaker@lutheran-hosp.com
 7950 W Jefferson Blvd.
 Fort Wayne, IN 46804

Lutheran Life Village

Contact: Jan Shupert-Arick
 260-447-1591
 jshupert-arick@lutheranlifevillages.org
 6701 S Anthony Blvd
 Fort Wayne, IN 46805
 www.lutheranlifevillages.org

Lutheran Military Veterans and Families Ministries

Contact: Leslie Haines
 260-755-2239
 bluf03@gmail.com
 1615 Vance Ave. Suite 3
 Fort Wayne, IN 46805

Lutheran Social Services of Indiana

Contact: Becca Bash
 260-426-3347
 RBash@lssin.org
 330 Madison Street
 Fort Wayne, IN 46802
 www.lssin.org

Mad Anthony Childrens Hope House

Contact: Sue Ann Thompson
260-459-8550
sueanne.childrenshope@comcast.net
7922 W. Jefferson Blvd
Fort Wayne, IN 46804

March of Dimes

Contact: Kristi Geiger
260-482-4201
kgeiger@marchofdimes.com
303 Sable Drive
Fort Wayne, IN 46925

Matthew 25 Health & Dental Clinic

Contact: Samantha Bohnstedt
260-426-3250
sbohnstedt@matthew25online.org
413 E. Jefferson Blvd
Fort Wayne, IN 46802
www.matthew25online.org

Mustard Seed Furniture Bank of Fort Wayne, Inc.

Contact: Suzie Jordan
260-471-5802
director@mustardseedfortwayne.org
5429 Keystone Drive
Fort Wayne, IN 46825
www.mustardseedfortwayne.org

Northeast Indiana Radio Reading Service

Contact: Volunteer Coordinitor
260-421-1375
NEIRRS@acpl.info
7615 DiSalle Boulevard
Fort Wayne, IN 46825

Parkview Hospital

Contact: Jeannine Nix
260-266-1470
jeannine.nix@parkview.com
2200 Randallia Avenue
Fort Wayne, IN 46805

Parkview Regional Medical Center

Contact: Jeannine Nix
260-266-1470
jeannine.nix@parkview.com
11115 Parkview Plaza Drive
Fort Wayne, IN 46845

Purdue Extension Service

Contact: Ricky Kemery
260-481-6826
kemeryr@purdue.edu
4001 Crescent Ave
Fort Wayne, IN 46805
www.ag.purdue.edu/counties/allen

St. Vincent DePaul Society

Contact: Nancy Gater
260-456-3561
svdpthriftstore@hotmail.com
1600 South Calhoun St
Fort Wayne, IN 46802
www.svdpusa.org

St. Joseph Hospital

Contact: Volunteer Coordinator
260-425-3000
700 Broadway
Fort Wayne, IN 46802
www.stjoehospital.com

Salem Manor

Contact: Erin Ness
260-484-1959
eness@nationalchurchresidences.org
1225 E. California Rd.
Fort Wayne, IN 46808
www.svdpusa.org

Salvation Army

Contact: Jama Young
260-744-2311
jama_young@usc.salvationarmy.org
2901 North Clinton
Fort Wayne, IN 46805

Science Central

Contact: Richard Yates
260-424-2400
volunteers@sciencecentral.org
1950 N. Clinton Street
Fort Wayne, IN 46805
www.sciencecentral.org

SHIP

Contact: Fred Taube
260-373-7952
Fred.Taube@parkview.com
2120 Carew
Fort Wayne, IN 46805
www.medicare.in.gov

Soarin' Hawk Raptor Rehabilitation

Contact: Julie Schrader
260-515-2602
soarinhawk@gmail.com
P.O. Box 115
Leo, IN 46765
soarinhawk.weebly.com

Southern Care

Contact: Kay Carter
260-432-6075
Kay.carter@southerncaresinc.com
4666 W. Jefferson Ste 170
Fort Wayne, IN 46804

Summit Equestrian Center

Contact: Allison Wheaton
260-637-7841
allison@summitequestrian.org
10808 LaCabreah Ln
Fort Wayne, IN 46845
www.summitequestrian.org

Super Shots

Contact: Kelly Zachrick
260-424-7468
zackpack@aol.com
709 Clay St
Fort Wayne, IN 46802

The Franciscan Center

Contact: Tony Ley
260-744-3977
contact@thefranciscancenter.org
4643 Gaywood Dr.
Fort Wayne, IN 46806

The Literacy Alliance

Contact: Tracy Smith
260-426-7323 ext. 13
info@fwliteracyalliance.org
709 Clay St. Ste. 100
Fort Wayne, IN 46802
fwliteracyalliance.org

The Rescue Mission

Contact: Willie Smith
260-426-7357
willie@therescuemission.net
310 West Superior St.
Fort Wayne, IN 46802

Urban League - Fort Wayne

Contact: John Foster
260-745-3100
jfoster@fwurbanleague.org
2135 S. Hanna St.
Fort Wayne, IN 46803

***United Way of Allen County
Education Network***

Contact: Ruthie Krueger
260-469-4002
ruthie.krueger@uwacin.org
2439 Fairfield Ave.
Fort Wayne, IN 46807
www.learnunited.org

VA Northern Indiana Health Care System

Contact: Derek Ross
260-460-1435
2121 Lake Ave
Fort Wayne, IN 46805
www.volunteer.va.gov/apps/volunteerNow

Vincent Village, Inc.

Contact: Ann Helmke
260-456-4172
mahelmke@vincentvillage.org
2827 Holton Avenue
Fort Wayne, IN 46806
www.vincentvillage.org

Volunteer Center @ RSVP

Contact: Ana Etter
260-424-3505
info@volunteerfortwayne.org
3401 Lake Avenue, Suite 4
Fort Wayne, IN 46805
www.volunteerfortwayne.org

Women's Bureau, Inc. - Dress for Success

Contact: Trina Evans
260-424-7977 ext. 105
fortwayne@dressforsuccess.org
2417 Fairfield Avenue
Fort Wayne, IN 46807

YWCA

Contact: Angie Dane
260-424-4908
adane@ywcaerew.org
1610 Spy Run Ave
Fort Wayne, IN 46805

GROUP AND SHORT TERM Project Sites

Aging and In Home Service of Indiana

Service Activities: Do yard work for seniors and disabled individuals. Hours: Flexible.

Contact Person: Gary Ward
260-745-1200 2927 Lake Avenue
Fort Wayne, IN 46805

Allen County Council on Aging

Service Activities: Help with mowing, trimming, raking, and picking up debris for seniors. Also seasonal snow removal for sidewalks, driveways, front steps, etc.

Contact Person: Gina Gibson
260-426-0060
233 W. Main St.
Fort Wayne, IN 46802

Associated Churches

Service Activities: Volunteers will work in groups to help sort donated food items. **Hours:** Flexible.

Contact: Warehouse Manager
260-422-6721
602 East Wayne
Fort Wayne, IN

Community Harvest Food Bank

Service Activities: Assist in the sorting of donated food products to be distributed to low income families.

Contact Person: Tammy Klimek
260-447-3696
999 East Tillman Rd.
Fort Wayne, IN

Hope for Animals Spay & Neuter Clinic

Service Activities: Assist with general kennel duties insuring that all animals are kept in a clean and sanitary environment. Help maintain clean laundry and an organized laundry facility. Assist with the preparation of sterile surgical packs and general duties as needed.

1333 Maycrest Dr.
Fort Wayne, IN 46805
260-420-7729

Fort Wayne Children's Zoo

Service Activities: Adults, children, families and groups can assist in creating objects to stimulate animals' interest and encourage natural behaviors at an Animal Enrichment Workshop. The workshops are from 10 a.m. to noon in the Diehm Museum classroom, across the street from the zoo. Individuals need not register ahead of time; just arrive at 10 a.m. ready to work. All materials will be provided. Participants may want to wear old clothes. Group leaders should call the zoo's Volunteer Office at 427-6828 at least one week in advance, with the ages and number of people in the group. **Requirements:** No application or training required. All children 12 and under must be accompanied by an adult (a parent, scout or group leader, or guardian). Because it is a community service opportunity, the Animal Enrichment Workshop does not include zoo admission.

Kingston Health Care

Locations vary; Fort Wayne, Indiana

Baker & Cookie Helper

Service Activities: Bake and serve cookies to residents, staff and family members two times a month in the afternoon (At Kingston Health Care 1010 W. Washington Center Rd. Contact the Activities Dept at 489-2552)

Bingo Caller

Service Activities: Run and organize a bingo game for residents.

Manicurist

Service Activities: Help with applying nail polish and make up. Hours: Mornings.

Weekend Helper

Service Activities: Assist staff with weekend activity events. (At Kingston at Dupont, 1716 E. Dupont Rd. Contact 260-747-1523)

Junior Achievement

Service Activities: Guide students and answer questions from students as they participate in the Junior Achievement's Lincoln Finance Park hands on financial simulator and learn about budgeting, managing expense, and real life financial situations.

Contact Person: Jennifer Hathaway

260-484-2543

601 Noble Dr.,

Fort Wayne, Indiana

Mustard Seed Furniture Bank

Service Activities: Help sort donated goods for low income families in need. We are also in need of groups to coordinate "donation drives" for various items.

Contact Person: Suzie Jordan

260-471-5802

3636 Illinois Rd.

Fort Wayne, IN

Mad Anthony's Children's Hope House

Service Activities: Hope House Hometown Chef – Schedule a time to make breakfast, lunch, or dinner for our families. You provide the food and prepare the meal for approximately 10-15 people. You can prepare the meals in our fully equipped kitchen, or you can make your meal at home and drop it off.

Contact Person: Sue Ann Thompson

260-459-8550

7922 West Jefferson Blvd.

Fort Wayne, IN

(In the Lutheran Hospital campus)

St. Vincent DePaul Thrift Store

Service Activities: Volunteers are needed to help sort clothing. **Hours:** Monday-Friday. Call or stop at the store.

1600 S. Calhoun

Fort Wayne, IN

260-456-3561

VOLUNTEER RELEASE Agreement

All volunteers must sign the Volunteer Risk Release agreement, the Service Event Participation agreement. If you are working with children or the elderly you must fill out the Minors Training online. Links to these forms are on the Center for Service Opportunities web page, www.manchester.edu/osd/cso/

NOTES

My Volunteer Effort

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My Volunteer Effort



 **Manchester**
University

Center for Service Opportunities

MU Box 17, 604 E. College Ave., North Manchester, IN 46962

