



## Volunteer Opportunities

### Getting geared up to help others in Cuyahoga County

**Data Entry Assistants** -Organizations near downtown and on the east side of Cleveland seek volunteers to assist with data entry. Experience with Excel required, knowledge of databases and spreadsheets preferred. Schedule, hours, and time commitment are flexible.  
Contact Cecille at 216-391-9500 x 122 or [charris@greaterclevelandvolunteers.org](mailto:charris@greaterclevelandvolunteers.org).

**Help students develop math and reading skills** - Encourage independent reading and learning by reading together and engaging in a variety of learning-related games and activities. Help is needed during the school day throughout Cuyahoga County. Hours are flexible.  
Contact Nancy at 216-391-9500 x 123 or [ndzurnak@greaterclevelandvolunteers.org](mailto:ndzurnak@greaterclevelandvolunteers.org)

**Be a Role Model** - Meet with youth 2x/month and develop a friendship through interaction by introducing them to new activities, conversation and opportunities. One year commitment, valid driver's license and access to car are required.  
Contact Nancy at 216-391-9500 x 123 or [ndzurnak@greaterclevelandvolunteers.org](mailto:ndzurnak@greaterclevelandvolunteers.org)

**Assist with Blood Drives and/or Disaster Relief** - Provide a valuable service during blood drives from helping with intake to walking donor through process. Or volunteer to be on call to offer relief to people who have experienced a disaster. Help with food, clothing, first aid and other emergency needs. Training will be provided.  
Contact Nancy at 216-391-9500 x 123 or [ndzurnak@greaterclevelandvolunteers.org](mailto:ndzurnak@greaterclevelandvolunteers.org).

**Receptionist** - Volunteers needed for receptionist position at Westside nonprofit. Assist by answering phones, taking messages and fielding calls. Flexible scheduling on Thursday 5:00-8:00 p.m., Friday 2:00-8:00 p.m. and Saturday 10:00 a.m. –2:00 p.m.  
Contact Jan at 216-391-9500 x 124 or [jvectirelis@greaterclevelandvolunteers.org](mailto:jvectirelis@greaterclevelandvolunteers.org).

**Meals on Wheels**- Provide a valuable service to homebound seniors in your community. Volunteer as a driver, to deliver, or as kitchen help during lunch time.  
Contact Jan at 216-391-9500 x 124 or [jvectirelis@greaterclevelandvolunteers.org](mailto:jvectirelis@greaterclevelandvolunteers.org).

**File Management Volunteer**– Volunteer in our office! We are located in Midtown, Cleveland, and are seeking a volunteer to assist with a variety of filing (paper and electronic) projects. Serve between 4-8 hours per month. Flexible days and times; weekdays between 9:00 a.m. and 3:00 p.m. Mandatory background check. Free parking, easy access to RTA's Healthline and free coffee!  
Contact Kirsten at 216-391-9500 x 114 or [contact@greaterclevelandvolunteers.org](mailto:contact@greaterclevelandvolunteers.org).

**Share your passion for science**-Assist students with fun projects and activities in science, technology, engineering and math, on one or two Saturdays per month. Winter break camp volunteers also needed.  
Contact Cecille at 216-391-9500 x 122 or [charris@greaterclevelandvolunteers.org](mailto:charris@greaterclevelandvolunteers.org).

#### **SPECIAL EVENTS:**

**Food and Clothing Distribution** - Assist a social services center located in Ohio City with their holiday food and clothing distribution. Volunteers needed on Wednesday, December 20 from 8:30 am until 1:00 pm.  
Contact Jan at 216-391-9500 x 124 or [jvectirelis@greaterclevelandvolunteers.org](mailto:jvectirelis@greaterclevelandvolunteers.org).

**GLOW at the Garden** - Help celebrate the holidays with Cleveland's botanical garden. Greet guests, help children board the train ride, or decorate cookies and gingerbread houses. A beautiful event with shifts available all day throughout the week.  
Event runs from November 24th through December 31, 2017.  
Contact Jan at 216-391-9500 x 124 or [jvectirelis@greaterclevelandvolunteers.org](mailto:jvectirelis@greaterclevelandvolunteers.org).