

# VOLUNTEER OPPORTUNITIES

March April

**We provide a brief description with the Greater Cleveland Volunteers' contact person listed. Phone numbers and emails are below**

**Activities Instructor:** Enrich the lives of seniors by providing instruction in knitting or crochet, line dancing, or art instruction to include painting and drawing. Various locations East and West. Contact Nadine.

**Apartment Set Up:** Assist in setting up apartments with towels, linens, kitchen products and other items to prepare them for incoming residents at agency that provides transitional housing for homeless families. Needed weekdays; flexible hours. Cleveland– east side. Contact Sue.

**Business Coach:** Your skills are needed to assist youth, ages 14-19, who are statistically expected to face barriers that may prevent them from graduating on time. As a coach you will be asked to provide seven hours of your time over an eight week period helping students develop business plans (product or concept ideas), assist students to input research and data onto a PowerPoint template and coach them in delivery of an oral presentation. You can share your personal insight to help build their confidence. You will be asked to be present for the student's business plan presentation. Downtown Cleveland. Contact Jan.

**College Mentors:** Help a college student from Cleveland succeed in school using a mixture of online and in-person mentoring to support scholarship recipients through their four years of college. Dates and commitment times are flexible as most of the program is online. Volunteer mentors must have a bachelor's degree, successfully pass a background check and attend a one-hour training. Contact Sue.

**Food Pantry:** Your help is needed at a food pantry assisting behind-the-scenes with sorting, stocking and bagging food for HIV/AIDS clients. Monday through Friday, 10:00 a.m. to 2:00 p.m. Cleveland-west side. Contact Jan.

**Hotline Advocate:** Volunteers are needed to answer a hotline for women calling in crisis. You would offer emotional support, conduct intakes for women and children who are candidates for shelter. Flexible days and times. Mandatory 20 hours of training and background check. Cleveland-west side. Contact Lynette.

**Meal Server/deliver:** Help count and serve meals during the lunch hour to congregate meals recipients at a senior center. Needed weekdays, 8:30 a.m. to 12:30 p.m. Flexible schedule. People to deliver Meals on Wheels are also needed. Cleveland-west side. Contact Sue.

**Office Volunteer:** Help is needed to file and shred documents in a medical records department. Downtown Cleveland. Contact Nadine.

**Recreational Therapy Assistant and Clerical Volunteer:** Help with various activities at a senior living facility. Weekdays 9:30 to 11:30 a.m. or 1:00 to 4:00 p.m. Mandatory background check. Cleveland-west side. Contact Lynette.

**Russian Speakers:** Senior living facility needs Friendly Visitors who speak Russian to meet monthly, mostly in the evenings, during the social hour. Background check is mandatory. Free parking and beverages provided. East side. Contact Lynette.

**Usher**– For a variety of performances at Cleveland's premier theater district. Duties include: stuffing programs, greeting guests, scanning tickets, monitoring guests in lobby and theaters and seating attendees. Must commit to a five hour time slot on performance day and usher at 20-25 performances a year. Downtown Cleveland. Contact Nadine.

## **TEAM EVENT: ONE DAY**

**Senior Day:** Volunteers needed to assist at this yearly event held on **Wednesday, May 20th** at Public Hall. 10:00 a.m. to 2:00 p.m. Assist with handing out programs, greeting seniors as they arrive and distributing boxed lunches. Downtown Cleveland. Contact Jan.

**Please call 216-391-9500 then extension or email the staff listed below about the volunteer needs listed.**

<b>Sue</b>	<b>x 120</b>	<b><a href="mailto:ssmith@greaterclevelandvolunteers.org">ssmith@greaterclevelandvolunteers.org</a></b>
<b>Nadine</b>	<b>x 122</b>	<b><a href="mailto:ngamble@greaterclevelandvolunteers.org">ngamble@greaterclevelandvolunteers.org</a></b>
<b>Lynette</b>	<b>x 123</b>	<b><a href="mailto:Imaistros@greaterclevelandvolunteers.org">Imaistros@greaterclevelandvolunteers.org</a></b>
<b>Jan</b>	<b>x 124</b>	<b><a href="mailto:jvectirelis@greaterclevelandvolunteers.org">jvectirelis@greaterclevelandvolunteers.org</a></b>

## JOIN THE GCV RECRUITMENT TEAM

Do you enjoy talking to people? Do you have a passion for making Cleveland a better place? Consider joining our team of volunteers that helps us conduct outreach by staffing a volunteer recruitment table, passing out literature and engaging people in dialogue. Also help us gain more connections with churches, community groups, social groups and more.



To learn more or to join the Recruitment Team contact Bill at 216-391-9500 x 127  
[wschwarber@greaterclevelandvolunteers.org](mailto:wschwarber@greaterclevelandvolunteers.org)

## GCV ANNUAL VOLUNTEER RECOGNITION

Invitations were mailed on March 17th to active volunteers in 2014. Don't forget to send in your event response before April 7th. Questions: 216-391-9500 x 135.

**EVENT PLANNING INTERN OPPORTUNITY.** A local nonprofit agency is seeking a volunteer who has some experience in planning fundraisers. The intern will serve about 10-15 hours per week from May 1st until September 31st. The walk fundraiser is on August 29th. Great communication skills and experiences with social media and Microsoft programs are requested. Contact Sue at 216-391-9500 x 120 or [ssmith@greaterclevelandvolunteers.org](mailto:ssmith@greaterclevelandvolunteers.org)

## VOLUNTEER INFORMATION SESSION

You are invited to learn about Hospice of the Western Reserve's programming and volunteer opportunities. Greater Cleveland Volunteers will be holding an informational session.

**Hospice of the Western Reserve  
Ames House  
30080 Hospice Way  
Westlake OH 44145**

**Wednesday, May 13<sup>th</sup> 1:30 to 3:00 p.m.**

During this session discover information about Hospice of the Western Reserve and other volunteer needs in Cuyahoga County including:

- Helping adults with developmental disabilities
- The friendly visitor program for incarcerated males in Grafton
- Ways to mentor and tutor students, adults, refugees
- Assistance with local food pantry needs

To learn more or to sign up contact Nadine Gamble at 216-391-9500 x 122 or email [ngamble@greaterclevelandvolunteers.org](mailto:ngamble@greaterclevelandvolunteers.org)

Invite a handful of friends and register today. Space is limited.