

**M-DCC NORTH CAMPUS SERVICE-
LEARNING PLACEMENT SITE INDEX**

Spring 2003

305-237-1820/Rm.1159/ www.mdcc.edu/ci

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CRIMINAL JUSTICE/AT-RISK YOUTH (con't.)

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South Florida Boys Choir – Replica Project
Vivir en America, Channel 31
WDNA FM 88.9

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Miami Cerebral Palsy Residential Services
Miami Lighthouse for the Blind
Peer Link Programs, Inc.
Program for Persons w/ Disabilities
Special Olympics
Spinal Cord Living Asst. Dev. Inc.
Thomas Jefferson Middle School

ELDERLY

Fair Havens Center, Lutheran Services
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American Red Cross
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Anna Pierre Health Education Center
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Center for Positive Connections, Inc.
Food for Life Network
Girl Scout Council of Tropical FL
Haitian American Foundation, Inc.
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Vitas Hospice

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Charlee Homes for Children
Daily Bread Food Bank
Drug-Free Youth In Town
Food for Life Network
Informed Families
Miami Rescue Mission Jeffrey Tew Edu. Ctr.
Project Up-Start
Safespace Shelter

M-DCC NORTH CAMPUS SERVICE-LEARNING PLACEMENTS,
SPRING 2003

IMPORTANT KEYS TO SUCCESS! - PLEASE READ BEFORE STARTING!

- ?? Read the agency write-up carefully before calling.
- ?? Many of these agency supervisors are hard to reach. Be persistent, call several times. If you still can't get them, you may want to try another agency.
- ?? Also, some agencies only need a few students, so you may not get your first choice.
- ?? Your placement must be confirmed by your instructor's deadline. If you encounter any difficulties, call our office and we will help.
- ?? Be proactive-make your experience great. **Talk to your supervisor** about any dissatisfaction as situations arise rather than at the end of the semester.
- ?? If this doesn't work, call the Center for Community Involvement for assistance.
- ?? Be responsible, make a commitment and stick to it. The agency is counting on you. Show up on time and always let your supervisor know ahead of time if you must miss a session.
- ?? Have fun and learn as much as you can!

Thank you for making a difference in our community!

ACADEMY FOR BETTER COMMUNITIES 1040 71st St. Miami Beach, FL 33141 (near 71 St. and Collins Ave.)

CONTACT: Sandra Riano, (305) 865-2766 (Fax: 305-865-2874) E-mail: sriano@hotmail.com

DESCRIPTION: The Academy for Better Communities in Miami Beach is a private nonprofit organization of Barry University's School of Social Work that offers free tutoring services for elementary, middle, and high school children. Our intention is to address the needs of at-risk students of public schools with the goal of education preparedness and helping working families by offering a safe and friendly place for children to go after school. The population we serve is low-income Hispanic immigrants.

OPPORTUNITIES: Tutoring and mentoring in all school subjects, one-on one and small groups, grades 1-12.

HOURS NEEDED: Minimum of two hours a week. Monday – Thursday, 3:00pm - 6:00pm.

COMMENTS: Please call the center to make an appointment and for training.

AFTER SCHOOL CARE PROGRAMS DADE-COUNTY (MIAMI-DADE COUNTY PUBLIC SCHOOLS)

(After-school care at 115 elementary schools County-wide. Call for the school nearest you.)

CONTACT: Constance McGill at (305) 995-1899 (Fax: 305- 995-1223)

DESCRIPTION: Operates comprehensive after-school care programs at 115 Miami-Dade County Public Schools. Programs provide structured activities including snack time, homework, and recreational events. Many sites offer activities such as scouting, 4-H, tutorial sessions, music, ceramics, computers, and drama. Goals of the program include helping children build physical skills and develop self-confidence, resourcefulness, ability to get along with others, and having a daily sense of community.

OPPORTUNITIES : Assist with the activities listed above. You will be supervised by trained staff who will provide opportunities for you to work with elementary children based upon your interests and skills. Also, reading tutors are needed in sites to work with children using the America Reads curriculum.

HOURS NEEDED: Monday - Friday, 2:00pm - 6:00pm year-round.

COMMENTS: Please call for more information. Program coordinators will place you at a school based on your interests, course assignment, and geographic location. You will be expected to put in at least two hours a week for a minimum of 10 weeks.

AFTER SCHOOL OUTREACH PROGRAMS (INTEL COMPUTER CLUBHOUSE AT YWCA OF GREATER MIAMI)

351 NW 5th Street, Miami, FL 33128

CONTACT: Chris Brignolle, (305) 377-9922 ext.121 Fax: (305) 373-9922

DESCRIPTION: This program of the YWCA is geared towards after school activities for youth 10-18. They focus on various computer software programs, such as Flash 5, Dream Weaver, Adobe Photoshop, Fireworks, Premiere and many more. We provide a variety of programs within our state of the art music studio with software such as, Cakewalk Sonar XL, Mixman Studio Pro V4.0, Acid Pro and many more.

OPPORTUNITIES : Spend two to four hours a week (or more!) and assist and learn any of the new activities listed above. You will be supervised by a trained staff person who will provide opportunities for you to work with participants from the ages of 10-18 based upon your interest and skills. Serve as a role model and a friend, and assist any of the participants with any questions they may have regarding some of their projects or even the outside world.

HOURS NEEDED: Mentors and Volunteers will participate two to four hours a week (or more!). Our hours of operation are Monday - Friday, 2:00pm - 7:00pm.

COMMENTS : As a Volunteer / Mentor at the YWCA of Greater Miami Intel Computer Clubhouse you would be able to schedule work on any of your own personal projects between the hours of 12:00pm - 2:00pm, Monday-Friday.

ALL-ABOARD TUTORING/MENTORING, (County-wide opportunities)

Main Office: 15490 NW 7th Avenue, Miami, FL 33169

CONTACT: All-Aboard Main Office at (305) 687-2227 (Fax: 305-681-4355); E-mail: allaboard@aol.com

DESCRIPTION: The All-Aboard Tutoring/Mentoring program is an early intervention educational program designed to improve the academic performance of at-risk children in order to prevent failure in Kindergarten and First Grade. All-Aboard has the ability to place volunteers in any Miami-Dade County Public Elementary School. All-Aboard is a collaborative effort between The Children's Psychiatric Center and Miami-Dade County Public Schools.

OPPORTUNITIES : Volunteers are trained to utilize the All-Aboard Picture Alphabet Book and Accelerated Reader to motivate their tutee and increase academic success.

ADDITIONAL OPPORTUNITY: Story hour at Homeless Assistance Center. Read stories, lead activities for Pre-K to 2nd grade children residing at Miami and Homestead on the 1st and 3rd Tuesday of the month.

HOURS NEEDED: Volunteer tutors/mentors needed during regular school hours (8:30 am – 3:00 pm), after school (3:00 pm – 5:00 pm) Monday-Friday and during summer school sessions. Volunteers are asked to commit to twenty-four (24) hours (1 to 2 hours per week).

TRAINING: Volunteers are required to complete a two-hour training session. Training sessions are offered at the main All-Aboard office (15490 NW 7th Avenue) and at M-DCC.

COMMENTS : Call to sign-up for training or for more information.

AMERICAN ADULT AND COMMUNITY EDUCATION CENTER, (Miami-Dade County Public Schools)

18350 NW 67th Avenue, Miami, FL 33015

CONTACT: Martin Simonoff, (305) 557-3770 Ext. 2330 (Fax: 305-827-7935); E-mail: msimon@american.dade.k12.fl.us

DESCRIPTION: The American High Adult Center works with adults in vocational classes as well as Basic Education classes.

OPPORTUNITIES : Service-learners have the opportunity to work with Adult Basic Education (ABE) students in the areas of reading, writing, and math. Service-learners will either work with students one to one or in-groups. Opportunities are also available for students to work on special events.

HOURS NEEDED: Monday - Thursday, 6:30pm - 9:30pm. Students are asked to give at least two hours a week.

COMMENTS : Individuals are needed who want to make a positive difference in our community. To schedule an appointment, please call Mr. Simonoff.

AMERICAN CANCER SOCIETY'S WINN-DIXIE HOPE LODGE CENTER, 1121 NW 14th Street, Miami, FL 33151

CONTACT: Eva Velasquez, (305) 547-2210 ext. 405 (Fax: 305-547-4187) E-mail: eva.velasquez@cancer.org

DESCRIPTION: The American Cancer Society's Winn-Dixie Hope Lodge Center is a home away from home for cancer patients and their families while undergoing cancer treatment. Residents stay free of charge for an unlimited length of time while in daily cancer treatment.

OPPORTUNITIES: Administrative & clerical, fund-raising events, i.e., "Making Strides," "Smoke Free for Health" and "Relay for Life" events (Walk-A-Thons), services to cancer patients, i.e., speakers bureau, cancer prevention and detection programs, drives for Hope Lodge, errands and patient events, chairing committees for volunteer recruitment and special events, weekend managers (This is a paid position.).

HOURS NEEDED: Monday – Friday from 3:00pm to 9:30pm. Holidays, Saturdays, and Sundays from 8:00am to 9:00pm.

COMMENTS: Must be fluent in English, have some computer training, and be willing to make time commitments.

AMERICORPS DADE READS! 900 NE 125th St., Suite 10, North Miami, FL 33161

CONTACT: Tamara Cohen at The Education Fund, (305) 892-5099, ext. 22, (Fax: 305-892-5096) E-mail: tcohen@educationfund.org

DESCRIPTION: The Education Fund's AmeriCorps Dade READS! program works in partnership with the North Miami Public Library to provide tutoring for children and adults. AmeriCorps members tutor at the library after school, in the evening, and on weekends. A variety of tutoring is provided, including homework help, reading, GED preparation, English skills, and computer skills. Members also participate in story times and puppet shows for children.

OPPORTUNITIES: Volunteers are needed to tutor children and adults in all subject areas. Spanish speaking volunteers are especially needed to assist those learning English. Volunteers are also needed for story times, puppet shows, and/or arts and crafts projects for children. Training will be provided to interested volunteers. Materials are provided through the library.

HOURS NEEDED: Very flexible hours. Monday - Thursday 4:00pm - 9:00pm. Saturdays 10:00am - 4:00pm. Sundays 1:00pm - 4:00pm. Volunteers may work as few or as many hours as desired.

AMERICAN HEART ASSOCIATION - YOUTH MARKET PROGRAMS, (County-wide opportunities)

2600 SW 3rd Avenue, Suite 900, Miami, FL 33126

CONTACT: Benito Besada (305) 856-1449 (Fax: 305 860-6780)

DESCRIPTION: AHA Youth Market Program includes: Jump Rope for the Heart, Heart Power and Hoops for Heart. These programs are designed to work with students to emphasize the importance of a healthy life style, including physical activity, eating properly and living tobacco free, as well as to help the children learn the importance of community service. Programs offer education enhancement to the school programs.

OPPORTUNITIES: Spend required hours in office scheduling appointments, following up on calls and events. Liaison between the marketing directors and the school system (teachers, coaches, principals, etc.). Will help school volunteers with implementation of materials, and describing programs. Can attend school events, if able.

HOURS NEEDED: Monday-Friday, 9:00am - 4:00pm (depending on required hours)

COMMENTS: Full understanding of the AHA and youth programs will be necessary. Must be computer literate. Please contact Benito Besada for more information.

AMERICAN LITTORAL SOCIETY, CAPE FLORIDA PROJECT, 1200 South Crandon Blvd, Key Biscayne 33149

CONTACT: Kellie Westervelt (305) 361-0611 (Fax: 305-361-2344); E-mail: kwest01@earthlink.net

DESCRIPTION: The Cape Florida Project is a habitat restoration effort at Cape Florida State Park on Key Biscayne. The American Littoral Society is seeking students to help restore 27 acres of coastal strand at the park. Students will work with other volunteers clearing non-native plants, and then planting natives. After the work shift, students and volunteers are encouraged to enjoy the park for the rest of the day.

OPPORTUNITIES: Hands-on work experience in the environmental sciences in three main areas: 1) exotic control (manually remove targeted species), 2) nursery operations (300 native species cultivated on site), and 3) out planting native species.

HOURS NEEDED: Tuesday-Friday, 9:00am – 12:00pm or 1:00pm – 4:00pm shifts; Saturday & Sunday, 9:00am –12:00 noon. A minimum commitment of 15 hours is required. (Don't try to do them all in one week. This project is rewarding but physically challenging!)

COMMENTS: Call the American Littoral Society and arrange to go to work (individually), or arrange a group/class project. Park is open seven days a week. This project is especially appropriate for natural science majors or anyone interested in environmental issues.

AMERICAN RED CROSS--GREATER MIAMI & THE KEYS CHAPTER, 335 SW 27th Avenue, Miami, FL 33135

CONTACT: Mercedes Velez at (305) 644-1200 ext.122 (Fax: 305-644-1038); E-mail: velezm@usa.redcross.org

DESCRIPTION: The Red Cross is a humanitarian, non-governmental, non-profit agency that helps people prevent, prepare for and respond to emergencies. It also provides lifesaving courses such as: CPR/First Aid, HIV/AIDS education, and Disaster Preparedness.

OPPORTUNITIES : The Red Cross has the following opportunities: disaster relief, health and safety programs, public relations, marketing, accounting, information technology, human resources, financial development, international & diversity services, INFUSION (a 20-something volunteer group), social services and more.

HOURS NEEDED: Monday – Friday, 8:30am – 5:00pm

COMMENTS : Must commit to 10 hours per week for the semester. Contact the Chapter early in the semester to participate.

THE ANDY RUENES FOUNDATION, INC., Main office: 3568 W 72nd St., Hialeah, FL

CONTACT: Michelle M. Ruenes (Vice President), cellular: (786) 287-6019, (305) 827-4285; E-mail:

andyruenesfoundation531@msn.com

DESCRIPTION: The foundation is a non-profit organization that works with children, teens and young adults suffering from life threatening diseases. Programs include working with children from Jackson Memorial Hospital, The American Cancer Society's Winn-Dixie Hope Lodge, Baptist Hospitals, Joe DiMaggio Children's Hospital, and The Ronald McDonald House. We visit these children various times a month and provide entertainment such as arts and crafts, sing-a-longs, and parties. We also take them on outings to places such as the movies, Metrozoo, and Miami Seaquarium.

OPPORTUNITIES : Work hand-in-hand with other volunteers and children from the ages of 2 to 18 in the projects listed above. All volunteers will be supervised and trained by the leader in charge of the project that interests him or her most.

HOURS NEEDED: We understand that your lives are busy, so we require that you complete a minimum of two hours per week. The days of the week vary according to the project you select.

COMMENTS: If you enjoy working with children and want to see the beauty that life truly has to offer through their eyes, this foundation is perfect for you! Most of the children we work with have cancer, but you would never tell by their attitude! You will find some of the happiest children in the world in our projects. Come see for yourself!

THE ANNA PIERRE HEALTH EDUCATION CENTER (APHEC INTERNATIONAL, INC.)

12400 West Dixie Highway, North Miami, FL 33161

CONTACT: Ellen Gilligan, Nurse Educator, Volunteer Coordinator, (305) 981-9010 (Fax: 305-981-9020)

DESCRIPTION: A non-profit Community-Based Organization, committed to providing community services to promote health and prevent diseases. APHEC provides HIV/AIDS Counseling and Testing, Diabetes Screening, High Blood Pressure Screening, Screening for Lead Poisoning, referrals to area Primary Health Care Centers for follow-up and treatment. Of importance, is our health education programs via radio and television, mainly for health promotion and community education.

OPPORTUNITIES: Volunteers will have the opportunity to assist with the activities listed above as well as learning first hand, what community health is about. We host regular health fairs that attract 500 to 1000 individuals. Through our Primary Care Project "The People's Clinic" we provide primary care to qualified clients.

HOURS NEEDED: Flexible. Monday – Friday 9:00am – 8:00pm; Saturday 9:00am – 2:00pm

COMMENTS: You must have had a PPD test in the past year. You must purchase a T-shirt uniform at APHEC that will cost you \$10.00. Service-learning students will be given an orientation, which will include agency literature, policies and procedures review and task modeling prior to starting. Students will be observed to provide feedback and suggestions. Service-learning students will receive a letter of recommendation upon completion of their internship. Students in the medical field and television broadcasting are given priority.

ARTS & BUSINESS COUNCIL, 200 South Biscayne Blvd, Suite 4000, Miami, FL 33131

CONTACT: William Mann, (305) 865-5583 Website: <http://www.artsbizmiami.org>

DESCRIPTION: The Arts & Business Council is an arts service organization that connects individuals interested in volunteering their time for arts and cultural organizations with over 350 cultural organizations located throughout Miami-Dade who require volunteer assistance. We

work with all cultural disciplines including dance, music, theater, museums, historical preservation, literary, film and more.

OPPORTUNITIES: Range from short-term direct service projects to longer term volunteer consultancies for specific skills including clerical assistance and professional skills.

COMMENTS: Learn more about the cultural community by working with arts executives. Time commitments range from 3 hours minimum to 20 hours. Appropriate for students interested in Art and Humanities, Non-Profit Management and Volunteer Management.

HOW: Visit our website to see current and ongoing volunteer opportunities, and sign up for our monthly "Volunteer Connection" e-newsletter, or call the office.

ASPIRA OF FLORIDA, INC., 3650 N. Miami Avenue, Miami, FL 33127

CONTACT: Aymet Chaples, Vice-President of Schools Operations, (305) 576-1512, Ext 22 (Fax: 305-576-0810).

ASPIRA North, 13413 Memorial Highway, Miami, FL 33161; Contact Ruth Bland, Associate Director (305) 893-0970, (Fax: 305-895-2280) or Iliana Pena, ASPIRA Leadership Charter School Principal.

ASPIRA South, 14112 SW 288 Street, Leisure City, FL 33033; Contact Kevin Moore, Director of ASPIRA South Leadership Charter School, (305) 246-1111 ext.222.

ASPIRA Wynwood and the Beaches, 3650 N. Miami Avenue, Miami, FL 33127; Contact: Fernando Colon, Director Miami-Dade, (305) 576-1512 ext. 25.

DESCRIPTION: ASPIRA provides services to approximately 1200 youth a year in leadership development, the areas of substance abuse awareness, gang avoidance, teen pregnancy prevention, violence reduction, and alternative education.

PROGRAMS: Youth Leadership Development: after-school leadership clubs facilitated by an ASPIRA counselor at 20 elementary, middle, and senior high schools throughout Miami-Dade County. Charter School: intensive leadership development through innovative educational programs, counseling, and community awareness.

OPPORTUNITIES: Tutoring, mentoring, coaching (dance, art, sports, cheerleading,) computers, and conflict resolution skills.

HOURS NEEDED: Flexible; ASPIRA operates during regular school hours (8:30am - 3:30pm) Monday - Friday. After-school activities begin immediately after school. Some activities are available on Saturdays.

COMMENTS: Call the person listed above for the ASPIRA site nearest you. ASPIRA Youth Leadership Charter School is looking for young adults who are interested in helping other youths get involved in community awareness. Please contact Mrs. Pena (305) 893-8050 or visit the school located at 13300 Memorial Hwy, North Miami.

ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN),

3510 Biscayne Boulevard, Suite 201, Miami, FL (3683 Davie Blvd. Fort Lauderdale, FL 33122)

CONTACT: Eric Thompson, Head Organizer, (305) 576-0919; Fax: (305) 438-9064

DESCRIPTION: We are the country's largest grassroots membership organization of low and moderate-income people. We began in 1970 as a small group of welfare mothers in Little Rock, Arkansas and have grown to a membership of over 100,000 families in cities all across the country. ACORN members have organized to improve their communities and win a fairer share and greater voice for low and moderate income Americans. The fundamental issue for ACORN members is who has the power to control what happens in our neighborhoods, cities, states, and the nation. As ACORN's motto says: "The People Shall Rule."

OPPORTUNITIES: Volunteers are needed in our Miami office to assist with issue-based campaigns (For example: public school improvements or public housing reform) and neighborhood-based membership drives. We need assistance with research, outreach, fundraising and publicity.

HOURS NEEDED: Our office is open from 8am - 9pm Monday - Friday, and from 10:00am – 2:00pm on Saturdays. Additional hours are also available.

COMMENTS: We have a wide variety of opportunities for volunteers and are willing to accommodate various schedules and interests.

THE BARNACLE HISTORIC STATE PARK, Main Highway, Coconut Grove, FL. 33133

CONTACT: Karen Ryan-Young, Park Ranger, (305) 448-9445 (Fax: 305-448-7484) Website: www.floridastatepark.org

DESCRIPTION: This Florida Park Service, State Historic Site provides resource-based recreation while preserving, interpreting, and restoring natural and cultural resources.

OPPORTUNITIES: Exotic plant control; landscaping; collection management; resource management; teaching/interpretation and special projects related to daily park operation.

HOURS NEEDED: Open to the public Friday, Saturday, Sunday and Monday 9:00am – 4:00pm. Weekdays by reservation.

COMMENTS: Students must commit to 40 hours per semester and 2 hours per week. Call the park staff to schedule an appointment for training and orientation. This site is appropriate for students interested in botany, natural science, history, parks and recreation, education, ecology and hospitality.

BASS MUSEUM OF ART, 2121 Park Avenue, Miami Beach, FL 33139

Bass Museum School of Art, 2100 Washington Avenue, Miami Beach FL 33139

CONTACT: Molly Park, (305) 673-7166, Denise Delgado, (305) 673-7530, ext 1003 for volunteer opportunities at the Bass Museum School of Art or Denise Wolpert (305) 673-7530, ext. 1013 for volunteer opportunities at the Bass Museum

DESCRIPTION: The Bass Museum of Art, located in the historical Art Deco district of South Beach, provides temporary exhibitions and permanent collections that span the contemporary and the historical and represent a wide variety of forms and cultures. Its mission is to collect, preserve, exhibit and interpret the visual arts for South Florida residents and visitors. Along with exhibitions, it offers special events, film screenings, concerts, classes, after school programs, and other activities. In June 2002, it reopened to the public after a major renovation and expansion of new facilities designed by internationally renowned architect Arata Isozaki.

OPPORTUNITIES: Curatorial Research for the museum or the **NIW Art Lab:** NIW (new information workshop) at the Bass is a new program designed to promote exchange, education, and art making by using the Internet and new media as tools. As a volunteer, you can research and compile educational Internet resources, staff the NIW Art Lab, teach a class, help lab visitors learn to use the computers and orient them towards using the lab, assist with elderly and youth programs, or promote the Lab through visits to local community organizations. Benefits include free, regular access to computer and multimedia equipment, a training program, and opportunities to meet and interact with new media artists.

HOURS NEEDED: Vary according to specific volunteer position. Day, evening, and weekend hours available.

COMMENTS: A training and orientation will be provided.

BENJAMIN FRANKLIN COMMUNITY SCHOOL ADULT CLASSES.

13100 NW 12th Avenue, Miami, FL 33168

CONTACT: Joyce Stockdale, APCE, after 2:00pm (305) 688-8471 (Fax: 305-688-9947)

DESCRIPTION: The Adult Basic Education classes are designed to help increase the literacy level and conversational skills of adult students.

OPPORTUNITIES: Service-learning students are needed to work with an adult education teacher to tutor small groups of students in basic English, ESOL, or GED skills.

HOURS NEEDED: Monday - Thursday, 6:00pm – 9:00pm. **A 15-hour commitment is required per semester.**

COMMENTS: An orientation will be given along with observation time to see an actual class in session. Students must be sincere, committed, and able to attend from 7:00pm – 9:00pm. Call (305) 688-8471 after 2:00pm to schedule an appointment. All volunteers will be recognized during one of our Community School Open House Programs.

BENJAMIN FRANKLIN COMMUNITY SCHOOL YOUTH ACTIVITIES.

13100 NW 12th Avenue, Miami, FL 33168

CONTACT: Joyce Stockdale, APCE, after 2:00pm (305) 688-8471 (Fax: 305-688-9947)

DESCRIPTION: The After-School Activities/Child Care Program is designed to provide a variety of activities and a caring and safe place for children to be while their parents are working.

OPPORTUNITIES: Mentors and tutors are needed in the after-school youth classes to work with small groups of students under the direction of the instructor and the supervision of the after-school care manager. Service-learning students will provide help with homework to increase academic ability and help the students build self-confidence. Other classes after school include Music, Dance, Cheerleading, Computers and Arts & Crafts. Come and share your skills with our students.

HOURS NEEDED: Monday - Friday between 3:00pm and 6:00pm. **A 15-hour commitment per semester is required.**

COMMENTS: Every student will be given an orientation and the opportunity to observe a class before beginning their service. Students must be able to attend weekly. Please call the office after 2:00pm to schedule an appointment. A Community Service certificate will be awarded to each participant.

BIG BROTHERS BIG SISTERS OF GREATER MIAMI,

Main Office: 701 SW 27th Avenue, Suite 800, Miami, FL 33135

Various volunteer opportunities available. See below for details.

CONTACT: Marcia Hanna, community Involvement Department, (305) 644-0066 Ext 233, mhanna@bbbsmiami.org or Ada Gonzalez, 305-644-0066 Ext. 234; E-mail: agonzalez@bbbsmia.org; (Fax 305-649-6358) Website: www.wementor.org

- **Community/Weekend Program**

DESCRIPTION: Volunteer Big Brothers and Big Sisters meet with a child at least twice a month for at least one year of service. Volunteers and the children they are paired with participate in a variety of recreational, educational and cultural activities along with agency special events.

COMMENTS: Please call to get more information and to schedule a time to meet with a staff person for an interview/orientation. **Be certain to identify yourself as a service-learning student.**

- **Bigs In School School-Based Program**

DESCRIPTION: Volunteers meet with a child one-to-one for one hour a week at a local elementary school or after-school program. Programs in over 40 elementary schools in Miami-Dade County. Volunteers are asked to complete one school-year of service.

COMMENTS: Please call to get more information and to schedule a time to meet with a staff person for an interview/orientation. **Be certain to identify yourself as a service-learning student.**

BISCAYNE ELEMENTARY COMMUNITY SCHOOL, 800 77th Street, Miami Beach, FL 33141

CONTACT: Erica Lieber, Counselor, (305) 868-7727 or Roberto Gutierrez, Counselor (Fax: 305-864-5543)

DESCRIPTION: Biscayne Elementary is located in the heart of Miami Beach in the North Beach area. The student population is about 78% Hispanic, 14% white, and 8% black. The majority of students are from low-income families with over 90% of the students on free lunch.

OPPORTUNITIES: There are many opportunities for responsible, caring, sensitive students including: one-on-one tutoring in math and/or with an at-risk child, helping fourth grade students prepare for the Florida Writers Test by reinforcing writing skills, working as teacher aides in the classroom, and all types of mentoring.

HOURS NEEDED: Monday - Friday, 9:00am – 3:00pm. 3:00pm – 4:00pm can be arranged in special situations.

COMMENTS: Students must commit to at least one hour a week or more for 12 weeks. We will place you based on your interests, service-learning assignment, and schedule. Call Ms. Lieber or Mr. Gutierrez to arrange your interview and orientation.

BLACK ARCHIVES, THE 5400 N.W. 22nd Avenue, Building C, Suite 101, Miami, FL 33142

CONTACT: Valerie Robinson, (305) 636-2390 (Fax: 305-636-2391)

DESCRIPTION: The Black Archives is a nonprofit organization that is dedicated to the collection, preservation, and interpretation of the heritage of the Black experience in South Florida. The Archives operates a manuscript/photographic repository, the Lyric Theater performing arts facility and several historic preservation sites and events.

OPPORTUNITIES: Volunteer opportunities available for students to learn about the Black experience in South Florida, participate in event logistics, provide customer services at theatrical events and concerts, advocate historic preservation and learn methods of using historic materials to improve the quality of life in under-served communities.

COMMENTS: Please call to schedule an appointment.

BOY SCOUTS OF AMERICA, County-wide volunteer sites, Main office: 15255 NW 82nd Avenue, Miami Lakes, FL 33016

CONTACT: Bob Boyd ext. 216, Dan Rushing, ext. 225 and Art Hawkins, ext. 231(305) 364-0020 (Fax: 305-821-6222)

DESCRIPTION: It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people, and other ways to prepare them to make ethical choices during their lifetime in achieving their full potential. The purpose of scouting is character development, citizenship training, mental, emotional and physical training.

OPPORTUNITIES: 1) Work with Scout leaders in the enhancement of their Boy Scout program; i.e., hands on activities, 2) Assist in the organization of a Scout jamboree, including our four annual fun days for children with disabilities, 3) Office administration includes data entry, marketing support development (flyers, invitations, photo library), and inventory management, 4) Event coordination, 5) Assistance with accounts and budgeting in a non-profit environment (Contact Mr. Rushing at ext. 225.).

HOURS NEEDED: Hours: office administration support-between 9:00am - 5:00pm, Monday through Friday; other hours vary.

COMMENTS: The main office is in Miami Lakes; volunteer opportunities throughout Miami-Dade County.

BROWARD COUNTY HUMANE SOCIETY, 2070 Griffin Road, Ft. Lauderdale, FL 33312

CONTACT: Mary Steffen (954) 989-3977 ext. 6814 (Fax: 954-989-3991)

DESCRIPTION: The Humane Society assists in the adoption of animals.

OPPORTUNITIES: Animal feeding, cleaning cages, bathing, grooming, working with pet adoptions, and customer service.

HOURS NEEDED: Monday - Saturday, 8:00am – 7:00pm., Sunday 8:00am – 6:00pm.

COMMENTS: Students must work a minimum of 4 hours per week with a six-month commitment to the shelter.

BUNCHE PARK ELEMENTARY, 16001 Bunche Park School Drive, Opa-Locka, FL 33054

CONTACT: Lorna Johnson, (305) 621-1469 (Fax: 305-628-1416)

DESCRIPTION: Total school population is 541. Bunche Park Elementary School is an inner city school committed to excellence.

OPPORTUNITIES: Math and reading are the primary subjects that are most challenging for our students. Often times overcrowded classrooms and low self-esteem result in students not reaching their full potential. Therefore, we need you to volunteer as a tutor.

HOURS NEEDED: 8:30am - 3:00pm

COMMENTS: As a tutor, you will be able to connect with a child in a mentoring role. Please call Mrs. Johnson for directions and to arrange an interview.

CARE RESOURCE, 1320 South Dixie Highway, Suite 485, Coral Gables, FL 33146

CONTACT: Freddy Pardo, (305) 667-9296 Ext. 45 or Ismary Musa (305) 667-9296 ext.24 (Fax: 305-667-8686);

E-mail: imusa@careresource.org.

DESCRIPTION: Care Resource is a 501(c)3 non-profit, multicultural, community-based AIDS service organization dedicated to providing culturally appropriate counseling support services. Primary medical care, clinical trials, information, and referrals, community outreach, education, and prevention are our services.

OPPORTUNITIES: Volunteers are needed to help for general office work and for special events all year-round. We have different departments, finance, information services, prevention, case management, development, and medical care.

HOURS NEEDED: Monday – Friday 9:00am – 5:45pm

COMMENTS: In addition to above hours, volunteers are needed on a flexible basis for special events. Schedule may include evening and weekend hours. All volunteers will be provided with an orientation.

CATHOLIC CHARITIES OF THE ARCHDIOCESE OF MIAMI – NEW LIFE FAMILY CENTER, 3620 NW 1ST Avenue, Miami, FL 33127

CONTACT: Yessica Lopez (305) 573-3333 (Fax: 576-5111)

DESCRIPTION: Program serves homeless families of Miami-Dade County. We provide transitional housing, food, clothing, case management, tutoring, transportation and other tools to assist individuals and families attain self-sufficiency.

OPPORTUNITIES : Individuals are needed for office work (clerical), telephone support, translating, computer teachers/tutors, technical support (computer), donation distribution once a week, fundraising events, and food service.

HOURS NEEDED: Various shifts are available, Monday – Friday, 9:00am–7:00pm. Weekend shifts are available for Special Events and Outreach activities. All prospective service-learning participants will be interviewed and required to attend a volunteer orientation.

COMMENTS : This is a great opportunity for students to try to help our community.

CENTER FOR EARLY CARE AND EDUCATION - M-DCC, NORTH CAMPUS, 11380 NW 27 Avenue, Building 300, Miami, FL 33167

Contact: Maria Viviana Delgado-Espino (305) 237-1357, (Fax: 305-237-1592)

DESCRIPTION: The Center for Early Care and Education at Miami-Dade Community College offers a developmentally appropriate program for children ages 2-5.

OPPORTUNITIES: To participate in the active learning process of children ages 2-5, through the active implementation of daily plans and appropriate interactions with children and families.

HOURS NEEDED: Minimum of (20) hours are required; 7:00am – 5:00pm Monday through Friday.

COMMENTS : Service-learners will receive an orientation and training with information about the College, the Center for Early Care and Education, and the requirements needed for volunteer jobs as stated by the Department of Children and Families. For assignments at the Center, you must call (305) 237-1357 to request an interview/orientation with the Director before beginning your assignment. Interviews are scheduled between 10:00am and noon.

CENTER FOR INDEPENDENT LIVING OF SOUTH FLORIDA, 501 NE 1ST. Ave., Suite 102, Miami, FL

CONTACT: Ubaldo Alvarez, Project Director, or Kelly Greene, Executive Director, at (305) 379-6650 (Fax: 305-379-6653); E-mail: alvarezu@bellsouth.net

DESCRIPTION: It is the mission of the Center for Independent Living of South Florida, CIL, to assist anyone who has a disability to achieve his/her potential in all areas of life.

OPPORTUNITIES : Assist young trainees, ages 19-29 in their daily living; training in Math, Reading, computer usage and other subjects. One-on-one attention is preferred.

HOURS NEEDED: Program works Monday through Friday, 8:30am to 2:00pm. Volunteers are needed for as much time as they can contribute.

THE CENTER FOR POSITIVE CONNECTIONS, INC., 12570 NE 7th Avenue, Suite #104, North Miami, FL 33161

CONTACT: Sheri Kaplan, Executive Director or Lin Novick, Volunteer Director of Operations (305) 891-2066, (Fax: 305- 891-5053).

Visit our Website: www.positiveconnections.org, or E-mail us at pozconnect@aol.com

DESCRIPTION: Positive Connections provides emotional, educational, social and holistic support services to the HIV/AIDS infected and affected community, targeting heterosexuals, the newly diagnosed and affected family and friends.

OPPORTUNITIES : Provide assistance in daily operations, program service support at Center's facility, including: data entry, general office duties, telephone assistance donation support, client services, grant writing/research assistance, public relations, marketing, special events, resource library, development assistants, graphic design, holistic therapy, child care, Internet research and telemarketing.

HOURS NEEDED: Monday through Friday, 11:00am – 8:00pm. Occasional weekend hours due to scheduling of special events and programs. Hours flexible to accommodate students and the working community.

COMMENTS: This Grassroots organization has 4 paid staff members (1 Full-time, and 3 Part-timers), therefore the role of volunteers is essential to our mission. Duties will be assigned according to skill/training level and availability. Volunteers will be encouraged to develop skills necessary to enhance employability, gain hands-on experience and knowledge, and enjoy the intrinsic rewards of helping a community in need.

THE CENTER FOR YIDDISH CULTURE, 269 Giralda Avenue, Suite 201 Coral Gables, FL 33134

CONTACT: Liz Weintraub (305) 774-9244 (Fax: 305-774-7322); E-mail: liz@yiddishculture.org

DESCRIPTION: Non-profit, Secular Jewish cultural organization dedicated to the promotion of the Yiddish language and culture and to uniting with other cultures to create multi-cultural programming throughout South Florida..

OPPORTUNITIES : Volunteers are needed to help with a growing arts and cultural organization. The organization runs on acclaimed lecture series, children's programming, publishing of Yiddish translated books, music and arts events, writing contests, educational programs, and much more. We also publish books translated from Yiddish to English which we promote at various bookfairs throughout Dade county. Volunteers are needed to help with publicity, promotion, advertising, fundraising and education, computer graphics, office work including phone answering, filing and mailings, training of new volunteers, art gallery orientations, public speaking, newsletter production, and much more. Provides a great opportunity to meet and connect with many people in the South Florida community and to see the non-profit world from the inside.

HOURS NEEDED: Minimum commitment of four hours per week, Monday-Friday, 10:00am- 5:00pm.

COMMENTS: This is an exciting period in the Center for Yiddish Culture's history. Volunteers will be on the ground floor in helping our organization blossom while learning important design, public relations, organizational, computer and office skills. Our staff is there to provide training and help to all our volunteers. This opportunity provides important jobs skills while helping our organization reach new prominence in South Florida. For more information contact Liz at (305) 774-9244 or liz@yiddishculture.org.

CENTRO MATER WEST CHILD CARE CENTER--HIALEAH, 8298 NW 103rd Street, Hialeah Gardens, FL 33016

CONTACT: Sylvia Santiago , (305) 827-4040 (Fax: 305-827-1079)

DESCRIPTION: Centro Mater is a childcare center with day care (Head Start) and after-school programs. It also provides social services for residents in the area.

OPPORTUNITIES: Assist in day care/early childhood education/Head Start and child development programs; after-school care with children ages 5-14; teacher's aides; administrative/clerical/data entry & word processing/computer help in the social work department.

HOURS NEEDED: Anytime, 8:00am - 6:00pm, Monday - Friday

COMMENTS: Choose hours that are convenient to your schedule. Volunteers that like to work with children are needed.

Bilingual volunteers are also needed. Call for an interview & orientation. Proof of TB test and a physical exam may be required for anyone volunteering on a long-term basis with Head Start. Training is available for student volunteers interested in working with special needs children. Sylvia is desperate for any volunteers!

CHARLEE HOMES FOR CHILDREN, 5915 Ponce de Leon Blvd, #26 Coral Gables, Fl 33146

CONTACT: Immac Bruce, (305) 665-7365 ext. 129, E-mail: ibruce@charleeprogram.org; Website: <http://www.charleeprogram.org/>

DESCRIPTION: Provide residential, therapeutic, and supportive services to over 400 children removed from their homes due to abuse, abandonment, or neglect then placed into foster care.

OPPORTUNITIES: Mentor, computer lab assistants, and other opportunities for working with children. Charlee children's depot is a warehouse facility where we store donated items from the community; we need volunteers to assist in the organization of these items and to keep inventory.

HOURS NEEDED: Prefer workday 9:00am - 5:00pm, but we are flexible.

COMMENTS: Charlee has offices throughout the County so volunteer opportunities may vary. Call for more information and to schedule an appointment.

CHURCH WORLD SERVICE IMMIGRATION AND REFUGEE RESETTLEMENT PROGRAM, 5040 NW 7th Street, #920, Miami, FL 33126

CONTACT: Vivian E. Ledbetter, (305) 774-6770, ext. 151 (Fax: 305-774-6143 or 305-774-6614)

DESCRIPTION: Welcoming, processing, and assisting newly arrived refugees in their settlement is the role of Church World Service in Miami. Individuals and families receive general orientation in both financial and legal assistance, referrals, job placement services, tutoring, and assistance in furnishing their new living quarters. Economic independence and assistance towards being successful, productive, and effective citizens is the goal. Church World Service keeps doors open for ongoing counseling until cultural adjustments are made.

OPPORTUNITIES: 1. Social Service Aides assist Social Workers in scheduling appointments with possible employers, registering children for school, providing cultural orientation, assisting with computer employment search, filling out job applications, resumes, etc. and 2. Investigating and implementing language study possibilities, tutoring children as they begin their schoolwork in English and adults as they are in the process of learning the language. Job search for refugees can be done at a student's home. Of course, mentoring in English or other classes can be done outside the CWS Office.

HOURS NEEDED: One or more hours per week for at least two or more months; usually Monday through Friday, 9:00am – 5:00pm. Weekend schedules are possible in certain cases, depending on needs of clients and volunteers. Consideration is given to students who need weekend hours. At times, offices may be open on Saturday or Sunday to accommodate student need.

COMMENTS: This is a wonderful manner in which students can gain insight regarding all the components of refugee resettlement. The satisfaction from altruistic serving and learning gives a new positive to anyone's life. Letters of reference and recognition are provided.

COMMUNITIES IN SCHOOLS OF MIAMI, INC., 11900 SW 128th Street, Miami, FL 33186

CONTACT: Elizabeth Mejia, (305) 252-5444 (Fax: 305-378-7393) E-mail: elizabethcis@hotmail.com

DESCRIPTION: Communities in Schools works with 15 schools to provide academic enhancements and drop out prevention services to at-risk youth and with 5 afterschool programs.

OPPORTUNITIES: M-DCC students are needed to provide tutoring and one-to-one attention to high school students in a variety of subjects (reading, math, English, writing, etc.). Tutors are needed for Miami Edison Senior High School, the ACE Academy in Coral Gables, School for Applied Technology, Corporate Academy South in Homestead, and Corporate Academy North in Allapattah. Volunteers are also needed to be literacy volunteers in elementary schools in Liberty City, Allapattah. M-DCC students are also needed to help in an after school program in Liberty City, Hialeah, and Allapattah to help in the computer lab and health education programs.

HOURS NEEDED: 7:30am- 5:30pm, school days

COMMENTS: Ms. Mejia really needs your help. Call her and get started today!

CONCERNED AFRICAN WOMEN, 1405 NW 167 Street, Suite 235 Miami, FL 33169

CONTACT: Alberta Jones, (305) 621-3700 (Fax: 305- 621-0690)

DESCRIPTION: This project is specifically designed for youth within Miami-Dade County to help them better understand and appreciate themselves and their place in the universe by concentrating on improving READING skills. This project offers after school courses and activities for youth ages 11 to 17 in Reading, History, Marital Arts, Dance, Modeling, Conflict Resolution, Anger Management and Parenting. Field trips are a major part of the methodology used to ensure the success of this project and serve to broaden the horizons of many youth.

OPPORTUNITIES: Assist with activities listed above. Act as group leader and organize students and chaperones for field trips. Students will be trained to motivate their tutees in improving their Reading Skills and help build self-esteem. Service-learners can work in the classroom with at-risk students in an after-school program for 5 different middle schools. Also, they will be able to learn case management techniques and case review methodologies.

HOURS NEEDED: This program operates 5 evenings per week and serves over 800 youth and parents annually. Volunteers must commit to the program for at least 18 weeks.

COMMENTS: Service-learners must have a high degree of affinity for inner city and/or at risk children, no criminal record, be dependable with reliable transportation, and be able to communicate effectively. Good writing skills are essential. All persons who work directly with students are screened by the Dept. of Juvenile Justice. More information is given at the orientation.

COPE CENTER NORTH, 9950 NW 19 Ave, Miami, FL 33147

CONTACT: Margaret Hebson, Career Specialist, (305) 836-3300 ext. 2016 (Fax: 305-835-8818)

DESCRIPTION: COPE Center North is a Miami-Dade County Public Schools alternative program for pregnant and parenting adolescents, grades 6-12.

OPPORTUNITIES: Service-learning students can provide tutoring to middle and senior high school students.

HOURS NEEDED: Monday-Friday, hours flexible between 9:00am- 4:00pm.

COMMENTS: Interview required prior to participation. Please call to arrange. **Background Check will be conducted by Miami-Dade County Public Schools.**

DADE HERITAGE TRUST, HISTORIC PRESERVATION CENTER,

190 SE 12th Terrace (Brickell Area), Miami, FL

CONTACT: Luis Gonzalez (Office Manager) or Becky Matkov (Executive Director), (305) 358-9572 (Fax: 305-358-1162); E-mail: DadeHeritage109@aol.com

DESCRIPTION: Dedicated to the preservation of Miami -Dade's architectural, cultural and environmental heritage. Sponsors many activities such as lectures, tours, Dade Heritage Days, educational presentation/projects with schools, etc.

OPPORTUNITIES: Assist in all areas mentioned above. Also, assist with committee work, community cultural events, event planning, and some office/research work.

HOURS NEEDED: Flexible, depending on event. Some evenings and weekends available. It is preferred that you work a minimum of 3 hours per shift. Phone the office to discuss your interests and upcoming events.

COMMENTS: This is an excellent opportunity for anyone interested in historic preservation and Dade County's history. Call us and we will put you to work!

DAILY BREAD FOOD BANK, 5850 NW 32nd Ave. Miami, FL 33142-2117

CONTACT: Jeff Cooper or Judith Gatti (305) 633-9861 (Fax: 305-633-0036)

DESCRIPTION: Collects edible but otherwise wasted food primarily from the food industry and community food drives, and distributes it to over 1,000 charitable organizations that feed hungry people.

OPPORTUNITIES: Learn about food distribution and helping the needy in South Florida. Help out with warehouse food salvage & food handling, clerical/administrative work, grant writing, media contacts, and special projects.

HOURS NEEDED: Monday - Friday, 8:00am - 4:30pm. Long term or short term is acceptable, however you must schedule in advance and come in for a minimum of 2 hours each time.

COMMENTS: Call Jeff and arrange an orientation. This food bank distributed over 15 million pounds of food last year!

DEPARTMENT OF JUVENILE JUSTICE (DJJ), 18425 NW 2nd Avenue, North Miami, FL 33169

CONTACT: Marie Boswell, Delinquency Prevention Specialist at (305) 654-1959 or (305) 654-1962 (Fax: 305-654-1961) or E-mail: marie.boswell@djj.state.fl.us. Other Offices: 1444 Biscayne Blvd., 1897 NW 20th St., 3300 NW 27th Ave., 1600 NW 3rd Ave., 4500 Biscayne Blvd., (305) 377-7188, 10700 Caribbean Blvd., 5040 NW 7th Ave., 11430 N. Kendall Dr., 6600 SW 57th Ave., (305) 284-0921.

DESCRIPTION: The Florida Department of Juvenile Justice has a mission to prevent and reduce juvenile crimes in the State of Florida. The purpose of service-learners' experience is to augment and enhance the jobs being performed by the Juvenile Justice staff and to enhance the knowledge and skills of the student. We now have positions in the areas of Kendall, North, Medical, Wolfson, InterAmerican, and Homestead.

OPPORTUNITIES: The Juvenile Justice Service-Learning Program is designed to allow the students the opportunity to apply knowledge, classroom skills and practical experience to the actual working environment while under the supervision of a trained professional. Students will learn about the services and programs provided throughout DJJ continuum as well as to develop the student to work with juveniles.

HOURS NEEDED: Minimum of 10 hours a week, however, the student can serve as many hours as desired.

COMMENTS: All applications will be required to submit to a background screening (including police records check and fingerprinting at the applicant's expense) through DJJ Office of Inspector General.

DERM/PRIDE (PROMOTING RESPONSIBILITY IN DADE'S ENVIRONMENT) PROGRAM,

33 SW 2nd Avenue, Suite 1200, Miami, FL 33130

CONTACT: Susannah Troner at (305) 372-6469 or Ivy Brown at (305) 372-6628 (Fax: 305-372-6760)

DESCRIPTION: The PRIDE program places volunteers in various "jobs" within the Department of Environmental Resources Management. The Program strives to expose volunteers to some of the environmental issues facing the Department.

OPPORTUNITIES: Opportunities vary throughout the year and positions are based on the needs of the Department.

HOURS NEEDED: Most opportunities are Monday - Friday, 9:00am - 5:00pm; clean-ups, adopt-a-tree and planting events usually occur on Saturday mornings.

THE DOMINICAN AMERICAN NATIONAL FOUNDATION, 2885 NW 36th Street, Miami, FL 33142

CONTACT: Rhadames Peguero, (305) 637-8337 (Fax: 305 637-9474)

DESCRIPTION: The Dominican American National Foundation is a not for profit, non-sectarian community based organization with the goal of healing, rebuilding, educating and empowering the members of this community regardless of their age, race, creed, gender, religion or sexual orientation.

OPPORTUNITIES: Academic tutoring working with children ages 9-15, program coordination, activity director, and a researcher. Work with high-risk youths.

HOURS NEEDED: Monday-Friday 9:00am - 5:30pm for at least 3 hours. Monday-Friday 3:00pm - 6:00pm

COMMENTS: You must make a commitment of at least 2 days a week. Come ready to work.

DRUG-FREE YOUTH IN TOWN (DFYIT), 16201 SW 95th Avenue, Suite 205, Miami, FL 33157 (County-wide opportunities)

CONTACT: Gonzalo Cadima (305) 971-0607 (Fax: 305-971-4632) E-mail: Gcadima@dfyit.org; Website: www.dfyit.com

DESCRIPTION: DFYIT is a nationally recognized, community-based, substance-abuse prevention organization. We focus on and give recognition to students who choose to live a healthy, drug-free lifestyle.

PROGRAM: DFYIT provides drug awareness opportunities for youth-adolescent mentoring, participation in community service and the promotion of youth leadership among the students in middle and senior high schools for students ages 10 through 18.

OPPORTUNITIES: Outreach, education, administrative, data entry & research.

HOURS NEEDED: 8:30am - 5:45pm weekdays and some Saturdays.

COMMENTS: This an excellent opportunity for anyone interested in working with youth prevention programs. Minimum commitment of several hours a week per semester. Great opportunity for Psychology, Sociology and related studies.

ELEVENTH JUDICIAL CIRCUIT OF FLORIDA, Court Administrator's Office

73 West Flagler Street, Room 911, Miami, FL 33130

CONTACT: Madeline Jiron (305) 349-7664; (Fax: 305-349-7003); E-mail: mjiron@jud11.fl.courts

DESCRIPTION: The Eleventh Judicial Circuit of Florida is the state trial court system for Miami-Dade County comprised of both the Circuit and County Court.

OPPORTUNITIES : Assist judges and/or court personnel with clerical and court programs and services or administrative functions in an office or courtroom setting. Those interested should have excellent organization and general office skills.

HOURS NEEDED: Monday-Friday, 8:00am-5:00pm

THE ENGLISH CENTER, 3501 SW 28th Street, Miami, FL 33133

CONTACT: Teresita Fernandez (305) 445-3573 (Fax: 305-443-3718)

DESCRIPTION: The English Center is an adult/vocational/community center that offers classes in ESOL, GED, citizenship, business technology, veterinary assisting, early childhood education, and cosmetology. The Saturday and Sunday program is family oriented and all family members are encouraged to participate.

OPPORTUNITIES: Tutoring/teacher's assistant in ESOL I & II, classroom/teacher's assistants, ecology volunteers (help maintain facility's plant life, etc.), administrative assistance, clerical, media center assistant, childcare assistance, etc.

HOURS NEEDED: The English Center is open Monday - Thursday, 8:00am - 10:00pm; Friday 8:00am - 7:15pm; Saturday and Sunday 8:00 am - 4:30pm.

COMMENTS: You must make a commitment of at least 15 hours. You must arrange a meeting time with Ms. Fernandez when you will register as a volunteer (Monday - Friday, 8:00am - 4:30pm) and have an orientation. Ms. Fernandez will find something meaningful for you based on your interests, assignment, and schedule. Register early in the trimester; do not leave your assignment for the last couple of weeks because our teachers are wrapping up and preparing their classes for final exams.

FAIR HAVENS CENTER, LUTHERAN SERVICES FOR THE ELDERLY,

201 Curtiss Parkway, Miami Springs, FL 33166 (near the airport)

CONTACT: Rosie Rowe, Activities Director, (305) 887-1565 ext. 541 (Fax: 305 884-0488)

DESCRIPTION: Fair Havens is a 300-bed nursing home for the frail elderly, in a historic hotel with beautiful gardens, in the small hometown community of Miami Springs.

OPPORTUNITIES: **Social Work:** Resident visits, residents rights, interviews. **Nursing:** Transport residents, take photos for medical records. **Adult Ed:** Teach a class on teacher holidays, involve residents in class activities, ceramics, music, trivia, and Bingo! **Dietary:** Assist Dietician. **Rec. Therapy/Activities:** Room visits, garden visits, decorate bulletin boards, transport and involve in classes. **Entertainment:** Talent for monthly birthday parties, music, dance, theatre, etc. **Theme events:** Seasonal-

groups needed to provide decorations, entertainment, and support! Come add to the fun! **Country Western Day:** Dress "cowboy" (and we need a band) for an outdoor barbeque in February... (on a week day). **A Bridal Fashion Show:** on a weekday in June; do you have a gown? We need brides, bridesmaids, and handsome groomsman!

HOURS NEEDED: Monday - Friday, 9:00am - 6:00pm. Weekend hours and projects are only available to mature students with permission from the Volunteer Coordinator.

COMMENTS: Contact Angie for an application and orientation at (305) 887-1565 ext. 540.

FAIRCHILD TROPICAL GARDEN, 10901 Old Cutler Road, Coral Gables, FL 33156

CONTACT: Arlene Ferris, (305) 667-1651 ext. 3314 (Fax: 305-661-8953) E-mail: aferris@fairchildgarden.org

DESCRIPTION: Fairchild Tropical Garden is an 83-acre botanical garden with major collections of palms, cycads and other tropical plants set in a beautiful landscape design. Program areas include education, research, conservation, and horticulture.

OPPORTUNITIES : Gardening, guiding, data entry, and café.

HOURS NEEDED: Monday - Thursday, 9:00am - 5:00pm. Some weekend opportunities in the café are available.

COMMENTS : Students who may complete a minimum of 30 hours of service are welcome to apply. Some shorter-term opportunities are available. Volunteers accepted over the age of 16. This placement is appropriate for students interested in botany/ecology/environmental issues. Education majors would also benefit from serving as guides in the school program.

FAMILY, SCHOOL & FRIENDS AFTER SCHOOL PROGRAM OF HANDS IN ACTION,

Main office and Center, 6202 West 21st Court, Hialeah, FL 33016

CONTACT: Susy Montalvo, (305) 819-5525 (Fax: 305-819-7244)

DESCRIPTION: Assistance with homework in a safe and nurturing environment. The majority of the children in our program come from Spanish speaking homes that need assistance with their school work due to their limited English environments. Some children also come from "at-risk" homes that need the support to strengthen and empower the family as a whole. The program is for elementary school

students (grades Pre-K-6).

OPPORTUNITIES: Volunteers are provided with a three-hour training session in which they will become familiar with our organization, its mission, staff and clients served. Our tutoring program prepares those college students that are in the education and psychology fields to have hands-on experience with children and the freedom to be creative in helping them complete their assignments. Those that have psychology majors can use their knowledge with assisting in case management and other client related services. As a social service organization we will also have opportunities for those interested in planning fundraisers, compiling statistics and those interested in the administrative end of the organization's endeavors.

HOURS NEEDED: Monday – Friday 2:00pm – 6:00pm.

COMMENTS: Minimum commitment is 2 hours per week. You must call for orientation dates and times. Service-learning at our Center is preferred early on in the semester, but volunteers are always welcome.

FIRST BAPTIST SCHOOL (AFTER SCHOOL PROGRAM) 140 E. 7th St. Hialeah, Florida 33010

CONTACT: Marcia Reyes, Program Coordinator (305) 885-7013 or (305) 888-9776

DESCRIPTION: We are a non-profit organization. Our tutoring program will include children from kindergarten through the sixth grade. This program will be to help the children work on their homework and to assist in subject area that the children may have difficulty in.

OPPORTUNITIES: Volunteers are needed to help in our tutoring program. This is an opportunity for students interested in careers such as teaching, human resources, computer, health sciences, sports management, etc.

HOURS NEEDED: Monday-Friday 3:00-6:00 pm. A minimum of 6 hours a week.

COMMENTS: We welcome individuals who have a love for children and who would like to share their time and expertise with our students. Call for an appointment and orientation.

FLORIDA INTERNATIONAL UNIVERSITY (FIU), BISCAYNE BAY CAMPUS; FAMILY LIFE

CENTER, 3000 N.E. 151 Street, Academic Room 200, Miami, FL 33181.

CONTACT: Dr. Vandon E. White, (305) 919-5890 ext. 5411 or sign up through the secretary at (305) 919-5891. E-mail: white@fiu.edu

DESCRIPTION: Program provides mathematics, language arts enrichment and tutoring, personal development, cultural and recreational enrichment for at-risk middle school students.

OPPORTUNITIES: Individuals are needed for 1) Teaching assistance and tutoring in mathematics and reading, 2) Technical support (computers), 3) Recreation coordinators, 4) cultural orientation aides, and 5) program office assistants

HOURS NEEDED: Teaching assistants and tutors, recreational coordinators, and personal development assistants Monday - Thursday 2:00pm - 5:30pm; Friday 2:00pm – 3:00pm; Saturday 9:00am – 4:00pm (two Saturdays per month). Technical support (computer) and program office assistants hours are at the convenience of the volunteers.

COMMENTS: Service opportunities to work directly with middle school children located at Vankara Educational Center and Jan Mann Opportunity School. Special orientation will be provided for volunteers working with middle school children. Service opportunities for office and technical support volunteers are located at FIU, Biscayne Bay Campus.

FOOD FOR LIFE NETWORK (FFLN), 4330 NE 2nd Avenue Miami, FL 33137

CONTACTS: Audrey Wright (305) 576-3663 ext. 102 (Fax: 305-576-1833) Website: www.ffln.org

DESCRIPTION: FFLN is the only non-profit organization in Miami-Dade County solely dedicated to feeding low-income individuals and families living with HIV/AIDS (FFLN serves 1,200 clients per week, 7,215 of which are children infected or affected) through our "Food Bank" program and "Home Delivered Meals" program.

OPPORTUNITIES: Volunteers are needed to help with clerical, computers, pack food, and groceries in our food bank, stock shelves, help at front desk, data entry, and general office assistance.

HOURS NEEDED: Monday-Friday 9:00am – 5:00pm.

COMMENTS: Volunteers need to schedule and attend an orientation with Audrey Wright. We are 10 minutes from Wolfson Campus. Bus nine and ten run in front of the office.

GEAR UP EXPRESS TUTORING AND MENTORSHIP PROGRAM, Florida International University,

3000 NE 151 Street, ACI 248, North Miami, FL 33181. Opportunities at two middle schools in North Miami (see below).

CONTACT: Cindy Phillips, Site Facilitator, (305) 919-5836 (Fax: 305-919-5494); E-mail: phillipc@fiu.edu.

DESCRIPTION: A multi-faceted academic support program that targets the eighth grade cohorts in Madison and Westview Middle Schools. The program's goals include gains in math and reading achievement, advanced placement course enrollment, high school graduation and transfer to college.

OPPORTUNITIES: Serve as a tutor and college role model, mentor, and/or college coach. **There is also the opportunity to become a paid tutor, mentor or college coach once service-learning hours have been completed.**

HOURS NEEDED: Flexible schedules between 7:50am and 4:45pm Monday – Friday; Saturday opportunities as well.

TRAINING: Training sessions are offered at Florida International University, North Campus.

COMMENTS: Call to receive application and more information. This is a great opportunity to make a difference in the lives of potentially at-risk students. The site coordinator will find a placement that fits your schedule. We are open to any project ideas that will benefit our students.

GIRL SCOUT COUNCIL OF TROPICAL FLORIDA, (County-wide opportunities)

CONTACT: Betty Shelton (305) 253-4841 ext. 237 or Pauline Russell, ext. 238 (Fax: 305-253-2132); E-mail: gscoutfl@bellsouth.net

DESCRIPTION: Girl Scouts aims to inspire girls from pre-school to 17 years of age with the highest ideals of character, conduct, patriotism, and service so that they may become happy and resourceful citizens. The program operates in Miami-Dade and Monroe Counties. Office hours are 9:00a m - 5:00pm (on Thursdays, June - September till 7:00pm).

OPPORTUNITIES : Young adults for short-term and long-term; Troop/group leadership (once weekly, after school, evenings, or weekends); be a trained leader for a small group of 5-year old girls at a daycare center. Program consultants for school-based programs, sports coaching (after school 3:00pm – 5:00pm), tutoring, community events, special project assistance, festivals, group mentoring (science, literacy, computer classes, inner city, bilingual opportunities). For students studying healthcare professions, consider becoming a certified first-aid instructor and teach several courses.

HOURS NEEDED: Office hours: 9:00am-5:00pm. Some weekends and evening opportunities; months of greatest need: September-May. Some summer opportunities are available.

COMMENTS: Students must be prepared to attend orientation and training for the assignment. Volunteer application and screening required. Placement should begin at the start of the semester. Allow adequate time for placement, if group mentoring or leadership requested. Bilingual (Creole and/or Spanish) students are welcome.

GOOD HOPE EQUESTRIAN TRAINING CENTER, 22155 S.W. 147th Avenue Miami, FL 33170

CONTACT: Peggy O'Toole, PH.D (305) 258-2838 (Office) (Fax: 305-258-2902) E-Mail: ghetc@bellsout.net

DESCRIPTION: The Good Hope Equestrian Center was established in 1999 with a mission of providing individuals with various

disabilities, oncology patients and at-risk adolescents, vocational and recreational activities that offer opportunities to increase their employability potential, independence and quality of life.

OPPORTUNITIES : The Good Hope Equestrian Training Center has the following opportunities: tutoring, peer mentoring, horse handling, side walking and companion/friends. We would like the volunteers to assist the GHETC staff during the various facets of the programming. For Example, assisting the mentally and physically challenged adults with Stable Management, Horsemanship, Functional Academics (Reading/Math), Technology and Therapeutic Horseback Riding.

HOURS NEEDED: Monday-Friday 9:00am-3:00pm, Monday and Wednesday 4:00pm-6:00pm and Saturdays From 8:00am-12:00pm

COMMENTS : In addition to above hours, volunteers are needed on a flexible basis for special events, programs and projects. All service-

learners will receive in-service training to prepare them for their voluntary position. Directions: Turnpike South to Eureka Drive (SW 184 Street). Travel west to 147th Avenue. Make a left turn, and go past 216 Street. Good Hope will be on the left. Go to the "stable clubhouse" on the left. Only 15 minutes from the Kendall Campus!

HABITAT FOR HUMANITY OF GREATER MIAMI, (County-wide projects)

CONTACT: Noemi Martinez, Volunteer Coordinator (305) 670-2224 (Fax: 305-670-2273)

DESCRIPTION: Works towards the elimination of substandard living conditions in the Greater Miami area by building houses in partnership with low-income families. The houses are then sold at no-profit and no-interest.

OPPORTUNITIES : Construction assistance--no previous experience necessary, just a desire to help at work sites around the county. Fund- raising, marketing, computers, administrative/office help is occasionally needed in the Dadeland office (Mondays - Fridays). Habitat currently has projects in South Dade and Downtown Miami.

HOURS NEEDED: Homebuilding assistance needed Tuesday – Saturday, 7:45am - 3:30pm. Volunteers are especially needed on weekdays. Bring a lunch.

COMMENTS : If you are going as a group, you must call Noemi Martinez first to reserve a spot. Group/class projects can be arranged.

All skill levels welcome and needed. Volunteers must bring tools. Call Noemi Martinez for details. Donations of building materials and money are needed as well. There is a special need for volunteers speaking Spanish and/or Creole to help in the office as volunteers. Working with Habitat is both rewarding and educational.

HAITIAN AMERICAN FOUNDATION INC. (HAFI), 5080 Biscayne Blvd, Miami FL 33137

CONTACT: Bapthol Joseph, Chief Operating Officer (305) 758-3338 Ext. 243 (Fax: 305-758-3238)

DESCRIPTION: The Haitian American Foundation, Inc. (HAFI) was founded in 1990 to advocate primarily on behalf of the South Florida Haitian American community and to improve the quality and quantity of services available to a multi-generational mix of Haitians/Haitian-Americans and other minority residents living in and around the **Little Haiti, Edison Little River and North Miami communities**. In keeping with its mission, HAFI has provided a variety range of services to its target community, ranging from HIV/Aids and breast cancer screening, outreach/education and treatment referrals, elderly services, social services case management, information and referrals, counseling, job training/placement, positive youth development, after-school programs and acculturation services.

OPPORTUNITIES: Assist with the activities listed above, as well as office assistant is needed in the following areas: receptionist, office aide and assistant to work in the economic development department. Volunteers are also needed for a preventive health care center and for assisting with computer teaching lab. In addition, volunteers to work with Caribbean cultural programs are also needed.

HOURS NEEDED: Flexible: Monday - Friday 8:30am - 5:00pm or after school 3:00pm - 5:00pm (**Need Volunteers Mainly After School**)

HEALTHSOUTH DOCTORS, 5000 University Dr., Coral Gables, FL 33146

CONTACT: Ask for the Volunteer Coordinator, (305) 669-2305 (Fax: 305-669-2456)

DESCRIPTION: The Volunteer Services Department strives to meet the needs of the hospital by providing volunteers who offer an extra dimension of care and service for patients, their families, visitors, and staff.

OPPORTUNITIES: Recovery room, recreation therapy, operating room, sports medicine/x-ray, physical therapy, nursing stations, and emergency room.

HOURS NEEDED: Flexible, with some weekend opportunities as well. **Minimum 20-hour requirement per semester.**

COMMENTS: You must have had a PPD test in the past year (The hospital will administer this if you need it.), and you must purchase a T-shirt/uniform that will cost you \$15.

HENRY E. S. REEVES ELEMENTARY SCHOOL, 2005 NW 111 Street, Miami, FL 33167

CONTACT: Sharon Simmons, Community Resource Director, (305) 953-7243 ext. 3075 (Fax: 305 953-7251)

DESCRIPTION: Henry E. S. Reeves Elementary is a Miami-Dade County/Edison Partnership School. Curriculum is integrated to help students see the connection between knowledge and ideas and to encourage practical applications of learning. Our emphasis on technology allows our students, educators, and families access to personal computers that link each of these components.

OPPORTUNITIES: **Classroom**- classroom assistants, one-to-one tutoring in math, science, reading, social studies, and writing. Assist students with learning disabilities. **Community Resource Office**- typing of newsletters, agendas, creating program flyers, assist in coordinating and implementing parent activities and workshops. **Assist in Technology Department.**

HOURS NEEDED: 8:00am – 3:30pm, Monday through Friday.

COMMENTS: Please call Ms. Simmons for more information. Volunteer application and screening required. Interview required prior to participation.

HOFFMAN GARDENS, COMMUNITIES IN SCHOOLS, 820 W 77 St Hialeah, FL 33014, Unit E

CONTACT: Tatiana Vexlund (305) 231-5549 (Fax: 305 231-7976)

DESCRIPTION: Hoffman Gardens is a low-income housing development located in Hialeah. Within Hoffman there is the One-Stop Center, where we serve 13 to 18 year olds. This is an after school program where kids can come and use our computer lab. They are provided with homework assistance, and can participate in any other activity like field trips and guest speakers.

OPPORTUNITIES: M-DCC students are needed to provide homework assistance, tutoring in various subjects and working with the students at the computer lab. The opportunity for those who have to do hours during the day is to come and help or teach the older residents computer skills during the morning hours.

HOURS NEEDED: One-Stop center for the teens: 2:30pm - 5:30pm. If you are interested in working with the adults, hours are flexible (9:30am - 1:30pm).

COMMENTS: We really need your help! The kids are wonderful and you will have an unforgettable experience.

HOSPICE CARE OF SOUTH FLORIDA,

7270 NW 12th Street, Penthouse 6, Miami, FL 33126. Opportunities throughout Miami -Dade County.

CONTACT: Maria Sire Castro, Volunteer Coordinator, (305) 591-1606 (Fax: 305 591-1618)

DESCRIPTION: Hospice Care is a home-based program offering a total support system to patients and families who are dealing with a life limited illness.

OPPORTUNITIES : There are several program areas available in which to volunteer. Each volunteer is oriented to the areas in which he or she has agreed to serve whether it be patient care, office help, bereavement support or special events.

HOURS NEEDED: Flexible schedule, program operates 24 hours a day. Visits may be carried out Monday through Sunday, 9:00am – 8:00pm.

COMMENTS : This is a great opportunity to share your time, talents and compassion with terminally ill patients and their families. There are no special skills required. Kindness, gentleness and patience are a must. Each student needs to complete a two-part training in the beginning of each semester. This training is given every second and third Saturday of each month only. Please call to schedule time.

THE HUMAN SERVICES COALITION “Prosperity Center Tax Assistance Program”

Little Haiti, Liberty City, Allapattah, Overtown, and East Little Havana (main office: 260 NE 17th Terrace, Miami, FL)

CONTACT: Joe Grimes, Coordinator, (305) 576-5001, ext. 33; E-mail: joeg@hscdade.org

DESCRIPTION: The Human Services Coalition is a non-profit organization that works with the working poor and lower income people to help them claim the Federal Earned Income Credit when filing their Federal Income Tax Returns. It seeks volunteers in its five Prosperity Centers (Little Haiti, Liberty City, Allapattah, Overtown, and East Little Havana) and other satellite sites to provide free tax return preparation and filing for the working poor and low-income families.

OPPORTUNITY: Work hands-on with other volunteers in the project listed above. All volunteers will be trained by an IRS agent and supervised by HSC's project coordinator.

HOURS NEEDED: Monday – Friday 3:00pm – 7:00pm; Saturday 10:00am – 3:00pm (subject to change). HSC needs each volunteer to donate at least 20 hours during the tax-filing season (1/27/03 ? 4/15/03).

COMMENTS : If you enjoy working with other volunteers and helping bring millions of dollars into your community, you will find great personal fulfillment in this project.

THE HUMANE SOCIETY OF GREATER MIAMI (HSGM), Main Office: 2101 NW 95th Street, Miami, FL 33147

CONTACT: Lila Wadhvani, Outreach/ Volunteer Coordinator, (305) 696-0800 Ext.131 (Fax: 305-696-4434)

DESCRIPTION: The Humane Society of Greater Miami is dedicated to creating a humane community in which all companion animals have homes with responsible, committed and loving caregivers. The Society is focused on ending the euthanasia of healthy, adaptable pets by providing the public with quality adoption services, low-cost spray/neuter services and extremely humane education programming for citizens of all ages. The Society advocates the elimination of cruelty, neglect and pet overpopulation and is dedicated to achieving a more kind, just and loving community for pets and the people of Miami-Dade County. The Humane Society of Greater Miami is a non-profit organization, funded solely by private donations, bequests and fund-raising activities.

OPPORTUNITIES: **In-house Volunteer/Kennel Assistant**- Assist HSGM staff with general maintenance and operations of the adoptions area of HSGM. This will include bathing dogs, cleaning cages, walking dogs and customer service. **In-house Volunteer/Administration**- Assist HSGM staff with general administrative and office work. This would include filing, answering phones; follow up phone calls for adoptions. **In-house Volunteer/Maintenance**- Assist HSGM staff with general maintenance and repair work needed within and around the shelter. This would include painting and organizing donated cat and dog food in the garage. If you have a group that would like to take on a project you would just need to contact Lila Wadhvani to coordinate and organize the project. We ask that all large groups have an orientation about the Humane Society of Greater Miami so everyone involved in the project understands the mission.

HOURS NEEDED: Wednesday – Saturday, 10:00am – 6:00pm, Sunday, 10:00am-4:00pm. Group projects begin after 10:00am.

COMMENTS: Anyone who loves animals and is interested in helping to make a difference in homeless animals lives should contact Lila Wadhvani. It is not glamorous work, but it is very rewarding and includes the unconditional love given from the animals. Orientation is required and we ask all volunteers to purchase a blue or yellow HSGM T-shirt. Orientations are once a month at the Humane Society of Greater Miami's main shelter. Please call in advance for the exact time and date of the orientation.

INFORMED FAMILIES, 2490 Coral Way, Suite Miami, FL 33145

CONTACT: Lyn Pannone, Director of Administration, (305) 856-4886 (Fax: 305-856-4815); E-mail:

Lpannone@informedfamilies.org

DESCRIPTION: Informed Families has been serving Miami -Dade County for nineteen years. Our most visible program, the annual Red Ribbon Week Campaign, highlights our primary focus on substance abuse prevention. We work with parents and youngsters to fulfill our mission- **Helping Kids Grow Up Healthy & Drug Free**. We provide information and support to our community and beyond through our resource center empowerment and Grandparents Raising Grandchildren Program.

OPPORTUNITIES: Volunteers are needed in our main offices to help with the resource center and with administrative and marketing assignments.

HOURS NEEDED: Our offices are open from 8:30am to 5:00pm. Additional evening and weekend opportunities are available for classes and special projects.

THE INNER CITY YOUTH CENTER, INC., 525 NW 62nd Street, Miami, FL 33150

CONTACT : Renee Parker, Director of Health and Education or Brenton Wan, COO, (305) 758-0700 Fax: (305) 758-0785

E-mail: parkericyc@aol.com

DESCRIPTION: An after-school delinquency-prevention program designed to promote academics and prevent juvenile delinquency. In practical terms, this means that we take inner city kids who lack the grades and/or skills they need to participate in school sports, help them improve their grades, and give them a chance to play in our sports programs. This in turn keeps them off the streets and out of trouble.

OPPORTUNITIES : We need reading, math and English tutors, computer and accounting assistance and sports coaches immediately (especially soccer!).

HOURS NEEDED: Tutors 3:00pm – 5:00pm, 4:30pm – 6:30pm or 5:00pm – 7:00pm, Monday - Thursday; Computer and Accounting help anytime between 9:00am and 6:00pm; Coaches 6:00pm – 8:00pm, Monday - Thursday

COMMENTS : All volunteers must pass a Florida Department of Juvenile Justice criminal background check.

JACKSON MEMORIAL HOSPITAL/PUBLIC HEALTH TRUST, 1611 NW 12 Avenue, Miami, FL 33136

CONTACT: Maria Cao-Lopez, Director (E-mail: mclopez@um-jmh.org) or Erolinda Budi, Assistant Director (E-mail: ebudi@um-jmh.org) (305) 585-6541 (Fax: 305-585-2658)

DESCRIPTION: Jackson Memorial Hospital is a State-of-the-Arts Medical Center and the largest nonprofit hospital in the Southeastern United States. Our mission is to provide a high standard of health care, education and research.

OPPORTUNITIES: Assistance in more than 82 departments at the main campus and many other opportunities at satellite centers throughout Miami -Dade County.

HOURS NEEDED: Flexible, 7 days a week from 7:00am to 10:00pm. **Must commit to a minimum of 150 hours.**

COMMENTS: Identify yourself as a M-DCC service-learning student. Please call in advance for an application. Applications are also available on-line at www.um-jmh.org. Keep in mind that the process will take a few weeks **so start early!**

JAMES H. BRIGHT ELEMENTARY SCHOOL, 2530 W. 10 Ave, Hialeah, FL 33010

CONTACT: Gladys Rodriguez or Judy Wolfsohn, Reading Leaders (305) 885-1683 ext.#120 Fax: (305) 888-7059

DESCRIPTION: J.H. Bright is a Title 1 school with grades K-5. The majority of students are from low-income families. The student population is 93% Hispanic, 6% black, and 1% white. J.H. Bright is located about 6 blocks from the Okeechobee Metrorail Station.

OPPORTUNITIES: Students in grades K-5 need reinforcement of skills in all academic areas. Tutors are needed for one-to-one tutoring or small group instruction. Students become highly motivated when they have caring individuals help them to succeed in their academic growth.

HOURS NEEDED: Monday - Friday, 8:45am - 3:00pm

COMMENTS: To provide continuity for the students, volunteers must be available at least one hour a week or more. Placement will be based on the volunteer's interests, service-learning assignment, and schedule.

JOHN F. KENNEDY HIALEAH PUBLIC LIBRARY, 190 West 49th Street, Hialeah, FL 33012

CONTACT: Ricardo Gonzalez (305) 821-2700; (Fax: 305-824-5745); E-mail: rggonz@ci.hialeah.fl.us

DESCRIPTION: The central library (JFK) maintains a central library and two branch facilities with open access, a community focus, responsive service hours, and broad and relevant materials in a variety of formats. A new computer-based library facility, the West Hialeah

E-Library, is open with nine public access computers. The North Hialeah E-Library is open and has twelve public access computers. The John F. Kennedy (JFK) Public Library has approximately 132,488 items, of which 17,500 are in Spanish to service the needs of our many Spanish-speaking patrons (88 percent of the City's population).

MISSION: "By providing the means by which people of all ages, interests, nationalities, and circumstances may avail themselves of recorded wisdom, experience and ideas of others, the City of Hialeah Library Division promotes the education, recreation and information needs of its community, and contributes to its culture."

OPPORTUNITIES: Prospective library students might familiarize themselves with a reference collection or specialty area by filling our need for keeping collection shelved and filed properly.

HOURS NEEDED: Monday – Thursday 10:00am – 9:00pm; Friday and Saturday 9:30am – 5:00pm. **Minimum of 1 hour per week and requires 30 hour commitment.**

COMMENTS: Under 18 requires parental consent.

JUNIOR ACHIEVEMENT OF GREATER MIAMI (JA), JA is a worldwide organization; our local office is located at 9190 Biscayne Blvd., Suite #202, Miami, FL 33138

CONTACT: Myra I. Ortega, Senior Program Manager, (305) 751-9200 ext. 26 (Fax: 305-751-9244); E-mail: mortega@jamiami.org

National Website: www.ja.org; Local Website: jamiami.org

DESCRIPTION: This program aims to educate and inspire young people (grades K-12) to stay in school, learn about careers and the world of work, and teach basic business/work skills such as how to complete a job application. Hands-on classroom lessons highlight business and personal economic issues while emphasizing the message to stay in school.

OPPORTUNITIES: Junior Achievement has a structured and carefully planned five-lesson curriculum for each grade level from Kindergarten thru 12th grade. After attending a 2-hour orientation and training, volunteers will be given all the materials needed to teach the curriculum, including the Consultant/Teacher's Manual that outlines each activity. Ms. Ortega will place you in a school, classroom and grade level that is convenient for you. Volunteers will be assigned to an Elementary class from Kindergarten thru 6th. Your commitment would consist of one visit once a week for forty-five minutes to an hour for a duration of 5 to 8 weeks. Each time you visit the class you will teach a different activity. This program requires a commitment of 15-20 hours over the course of the term. This includes the orientation, training, prep time, class observation and the 5 to 8 classroom visits.

HOURS NEEDED: Monday-Friday during school hours (8:00am-3:30pm)

COMMENTS: This is a great opportunity for all students to enhance their public skills, improve their communication and presentation skills, as well as work closely with children in a meaningful way. Ms. Ortega will provide you with a thorough orientation so that you will be well prepared to teach each lesson. This is an extremely beneficial experience for Business and Education Majors as well as for students that simply enjoy working with children. "Let Their Success Be Your Inspiration!"

KELSEY L. PHARR ELEMENTARY, 2000 NW 46th Street, Miami, FL 33142

CONTACT: Volunteer Coordinator, or Hao Nguyen, Teacher (305) 633-0429, (Fax: 305-634-8487)

DESCRIPTION: Kelsey L. Pharr Elementary is located in Liberty City and houses Pre-K through 5th grade students. Our special programs include a Pre-K ESE class, an ESOL program, an Alternative Education program, and a Success for All Reading program. Many of our students are considered "at-risk" and can benefit from the interaction with positive role models in our community.

OPPORTUNITIES: Many opportunities are available according to your interests including: tutoring in reading and math, assisting in the front office, teacher's aides, mentoring, fieldtrip chaperones, and many others.

HOURS: Monday through Friday 8:20am to 3:20pm

COMMENTS: Individual interactions with students require time and patience. Volunteers are asked to commit to a predetermined regular schedule. A positive rapport with the students is crucial and frequent sessions will enable the volunteer and the students to make adequate progress.

KIDCO CHILDCARE, INC., Four locations: 3630 NE 1st Court; 221 NE 36th St; 123 NE 36th St. and 3001 NW 2nd Avenue, Miami, FL

CONTACT: Julie Riveron-Bello or Rosa Casamor, (305) 576-6990 or (305) 573-1515 (Fax: 305-576-5321)

DESCRIPTION: KIDCO provides early care and education programs through individualized curriculum and services.

OPPORTUNITIES: Hands-on participation in the classroom with children up to five years of age, help implement individualized curriculum, help meet the needs of their families, and other support services. Opportunities also involve office experience working with the Administration answering phones, filing, copying, data entry as well as computer programming, and assisting with maintenance of facilities with yard work, clean up, painting.

HOURS NEEDED: Monday - Friday, 8:00am - 5:30pm

COMMENTS: Service-learners will be given an orientation, which will include agency literature and task modeling. KIDCO has four child care sites: KIDCO I at 221 NE 36th Street, KIDCO II at 123 NE 36th Street, and KIDCO III at 3628 NE 1st court, and KIDCO IV at 300 NW 2nd Ave.

KIWANIS HORSES AND HANDICAPPED, Please call for location address.

Please send all written correspondence to: P.O. Box 16-1765 Miami, FL 33116-1765

CONTACT: Jackie Ege (305) 271-2210, or (305) 274-6423; E-mail: jackie@ege.com Website: <http://www.ege.com/kiwanis/>

DESCRIPTION: This therapeutic program allows handicapped children to ride ponies and horses.

OPPORTUNITIES: Volunteers assist children by leading the horses and by walking along side the horses & children. Activities include exercises, riding instruction, & games. Training is provided on-site.

HOURS NEEDED: Saturdays, 9:00am – 1:00pm, mid September through the end of May.

COMMENTS: Please park in front of property. **Note: You must call to register prior to coming (note--call between 8:00am & 6:00pm only!).** Directions: Please see web page <http://kiwanis.ege.com> after 9/20/02. The season is from September through June. Please wear close-toed shoes – no sandals.

LEISURE ACCESS SERVICES/MIAMI-DADE PARKS, Opportunities at parks all over Miami-Dade County Main Office: 275 NW 2nd Street, Suite 414, Miami, FL 33128

CONTACT: Volunteer Coordinator, Nelson Canales, (305) 755-7848, (Fax: 305-755-7864)

DESCRIPTION: On-going programs in numerous parks all over Miami-Dade County. Leisure Access Services provides recreation, social and sport activities to children and adults with a variety of disabilities.

OPPORTUNITIES: Serve as a guide for persons with visual impairments during fitness programs, assist participant during water exercise classes, and help set-up special events such as Sports Access Day. Assistance is needed for social outings for people with head injuries or strokes, and for people with learning and emotional disabilities. We need assistance with seniors' programs as well as with playing games, doing arts and crafts and a variety of other recreational programs for children and adults with developmental disabilities.

HOURS NEEDED: Very flexible! 7:30am - 10:00pm, seven days per week. A minimum commitment of 10 hours is required!

COMMENTS: You must register for orientation and training prior to volunteering. Supervisor will orient according to program goals and objectives. Mr. Canales will place you at a park and program convenient to your schedule and interests. Excellent opportunity for those majoring in Psychology, Social Work, Recreation, Geriatrics, Special Education, Sports Medicine, Nursing, Physical Therapy, Occupational Therapy, Speech Therapy and Recreational Therapy.

LIBERTY CITY LEARNING CENTER, 5524 NW 7th. Avenue, Miami, FL 33127

CONTACT: A.J. Melton or Sam Mason, (305) 756-3227 (Fax: 305-756-3228)

DESCRIPTION: Liberty City Learning Center is a non-profit, community based organization that offers tutoring services in reading, math, science, social studies, and computer studies. In addition, we offer workshops and sponsor community meetings on a variety of subjects important to the residents.

OPPORTUNITIES: Individuals are needed to (1) Assist children with their homework (2) Tutor children in a variety of subjects (3) Assist with distributing afternoon snacks and (4) light clerical duties.

HOURS NEEDED: 2:30 pm-6:00 pm, Monday - Thursday

COMMENTS: This is a great opportunity to help students maximize their potential by providing them additional learning opportunities in the afternoon. Recognition of your volunteer services will be provided.

LIFE IMPACT, INC., 99 NW 183 Street, Suite 203, Miami, FL 33179

CONTACT: Andrew Pocock, (305) 249-5731 (Fax: 305-249-5735); E-mail: lifeimpactinc@bellsouth.net

DESCRIPTION: Life Impact, Inc. is a non-profit faith-based community organization dedicated to help improve the quality of life in its community. The needs of children and their families are provided for by an academic achievement program (involving a tutoring and recognition component), anger management classes, supervised community service opportunities, counseling, parenting classes, a single moms support group, a summer tutoring camp and teen moms support group.

OPPORTUNITIES : If you enjoy working with youth and children and want to make an impact in their lives, Life Impact has some great opportunities for you to become a tutor in the Academic Achievement Program, helping in the areas of math, reading, and reading comprehension. On Friday evenings, you can assist with Teen Moms program by providing on-site childcare and interacting with the moms or give a few hours on Saturdays to assist in the supervision of youth taking an anger management class or doing community service hours. Opportunities also are available to work with the administrative staff in the office. During the summer, our L.I.S.T. camp accepts volunteers to assist campers with academics and other activities. If any of this sounds interesting to you, please give us a call.

HOURS NEEDED: Tutors: Monday-Thursday, 3:30pm- 8:00pm, Teen Moms: Friday, 6:30pm- 10:00pm, Anger Management Classes: Saturday, 9:00am- 1:00pm, Community Service: Saturday, 8:00am- 4:00pm, General Office: Monday- Friday, 9:00am- 5:00pm, L.I.S.T. Camp: Monday- Friday, 7:30am- 6:00pm (June- August)

COMMENTS : The office can be contacted during normal business hours for more information or to set up an appointment for an interview.

MARCH OF DIMES, 8323 NW 12th Street, Suite 208 Miami, FL 33125

CONTACT: General information and sign-up available through the receptionist at (305) 477-1192 (Fax: 305-477-1254). Michelle Auguste, Community Director, can answer specific questions.

DESCRIPTION: The March of Dimes funds and supports programs of research, education and community services aimed at preventing birth defects in Miami-Dade County and across the nation. The March of Dimes has led the way in advocating for America's babies---- from the polo vaccine to the creation of neonatal intensive care units to the development of surfactant therapy to the discovery that folic acid can prevent birth defects. The mission of the March of Dimes is to improve the health of babies by preventing birth defects and infant mortality.

OPPORTUNITIES: Individuals are needed for all areas in hands-on, administrative and professional capacities.

- College students in Business Marketing are needed to assist the March of Dimes.
- Journalist and Public Relations students.
- Leadership opportunities for students in political science, psychology, management, education health and other related fields to assist at committee level.

QUALIFICATIONS: Applicants with a marketing major will assist the March of Dimes with all aspects of marketing including event planning, press releases and company recruitment. Students in other fields must have experience working with youth groups, committee experience, strong communication and leadership skills, be articulate, enthusiastic and have a desire to help young people succeed.

HOURS NEEDED: Various shifts available between 9:00am and 5:00pm, Monday through Friday.

COMMENTS : Leadership council members and volunteer advisors are needed to set goals and objectives for projects for the academic year dealing with health education, advocacy, community service and fundraising. They will utilize the leadership-training guide to provide students with structured and on-going leadership training. Attending all meetings and serving as a facilitator when needed is required.

And, have a lot of fun!

MATTIE KOONCE LEARNING & TECHNOLOGY CENTER

245 NW 8th St. (Greater Bethel A.M.E. Church) Miami, 33136

CONTACT: Reginald Lucien or Christine Rumbaugh, (305) 379-6058 (Fax: 305-375-0355) Website: www.mk-computerctr.org

DESCRIPTION: The Mattie Koonce Learning and Technology Center is a permanent, community-based computer center/classroom located in the Overtown community of Miami, Florida. The lab is open 6 days a week. It aims to provide hundreds of youth, their families and residents of Overtown with an opportunity to learn about the Internet and technology. The lab offers computer literacy classes, an after school program for youth and open lab times that allows children and community members who might not have a computer at home to gain access to a free computer lab. The project also engages students and faculty from M-DCC as mentors and volunteers in the lab.

OPPORTUNITIES : Working with children and youth helping them learn how to use computers and the Internet; working with adults who come to the lab; assisting with the teaching of computer-related courses; tutoring reading and math using educational software and books; helping children and youth use computers and the Internet to complete their homework; helping develop service projects for lab users; helping market the lab in the community; helping secure donations to improve the lab. Materials, training and support at the site will be provided to assure the needs of both students and volunteers are met.

HOURS: Monday, Wednesday, Friday: 9:00am-5:00pm; Tuesday, Thursday: 9:00am-8:30pm; Saturday: 9:00am-2:00pm; Sunday: Closed

COMMENTS : The lab is located 1 mile from the M-DCC Wolfson Campus, four blocks west of the Miami Arena and near Overtown's Lyric Theater. It is an easy walk from Wolfson or the Overtown Metrorail Station. This is an exciting project that offers many opportunities for M-DCC Students. Students will gain experience working in a computer lab, working with children and adults that will help them gain the computer skills that are needed to succeed in today's world.

MENTORING RESOURCE CENTER, County-wide opportunities

Main office: 701 SW 27th Avenue, Suite 800, Miami, FL 33135

CONTACT: Mae Ly Salas, (305) 649-9352 (Fax 305-649-6358); E-mail: MRC@bbbsmiami.org or visit our website at <http://www.miamispromise.org/>

DESCRIPTION: The Mentoring Resource Center (MRC) represents a network of 50+ agencies that provide the Five Fundamental resources to children and youth in the area of Miami- Dade: 1) Ongoing relationships with caring adults; 2) Safe places with structured activities during non-school hours; 3) A Healthy start for a Healthy future; 4) Marketable skills through effective education; and 5) Opportunities to give back through community service. MRC is the local lead agency for the Governor's Mentoring Initiative, America's Promise, the National Mentoring Partnership and Participate America. Service-learning opportunities are available through the MRC network during the week and weekend: One-to-One interaction, Group mentoring, school-based and others.

OPPORTUNITIES: The Mentoring Resource Center will put you in contact the program that best meets your interests according to location, type of service, the children served, and the level of commitment sought. Minimum age requirement: 14 years of age.

HOURS NEEDED: A commitment of at least an hour a week and for a minimum of 3 months is required. MRC will help you select an agency whose time requirements fit with your schedule.

MERCY HOSPITAL, 3663 S. Miami Avenue, Miami, FL 33133

CONTACT: Ana Olmeda-Gonzalez or Barbara Martinez at (305) 285-2773 (Fax: 305-285-5077) E-mail: aolmeda@mercymiami.org

DESCRIPTION: A 512-bed hospital with high technology and a very knowledgeable and caring group of professionals --both staff and volunteers.

OPPORTUNITIES: Wide variety of services needed - in the health, retail, and business fields.

HOURS NEEDED: Flexible, seven days a week, **minimum of 40 hours required**, TB test will be provided by the hospital. A health form needs to be signed by your family physician. Will work around students' schedules.

COMMENTS: Please call to schedule an appointment. A uniform is required.

METRO DADE PARKS INTERPRETIVE SERVICES/THE NATURE CENTER,

A.D. Barnes Park 3401 SW 72nd Ave., Miami, FL 33155

CONTACT: Robert Carmona, Recreation Specialist, (305) 662-4124 (Fax: 305-669-1657)

DESCRIPTION: Provides environmental education and outdoor recreation to the general public.

OPPORTUNITIES: Help with restoration and maintenance of natural areas at A.D. Barnes Park. Assist with quarterly magazine publication. Help is also needed to develop and produce park programming.

HOURS NEEDED: Monday-Friday from 9:00am – 6:00pm. Some weekend/evening opportunities as well.

COMMENTS: Call Mr. Aleman and he'll get you started.

MIAMI BEACH BOTANICAL GARDENS, 2000 Convention Center Drive, Miami Beach, FL 33139

CONTACT: Horticulture: Dr. Monica Ozores-Hampton (305)-673-7256 x 203

DESCRIPTION: A five-acre botanical garden managed by the Miami Beach Garden Conservancy and dedicated to growing and exhibiting of subtropical and tropical plants. Programming is focused on educating visitors on their roles as stewards of our plants, ecology, and the environment.

HOURS NEEDED: Minimum commitment of 20 hours plus training time. Horticulture: 1st & 3rd Saturdays of the month.

OPPORTUNITIES: Horticulture: Care and culture of the subtropical and tropical plant collections. Special Events: Volunteers participate primarily in the evenings and or weekends and help support the operation and success of events, such as fundraising, plant sales, exhibitions, etc.

TRAINING: Interview, orientation and training session will be provided before site placement.

COMMENTS: We have incredible opportunities for reliable, punctual volunteers interested in horticulture and the not for profit industry. VESOL students are welcome.

MIAMI CEREBRAL PALSY RESIDENTIAL SERVICES, 2200 NW 107th Ave., Miami, FL 33172 (main office)

Residential facilities: 80th Street -- 11750 SW 80th Street; Sunset -- 7100 SW 122nd Avenue; Braddock -- 14400 SW 32nd Street; NW 2nd Street -- 11801 NW 2nd Street; and, 144th Court -- 7100 SW 144th Court.

CONTACT: Bill Appleton, (305) 599-0899 ext. 246 (Fax: 305-599-2721)

DESCRIPTION: Miami Cerebral Palsy operates five residential facilities and one Education Center for the developmentally disabled in the F.I.U. area.

OPPORTUNITIES: An opportunity for students to hone their skills in a cutting edge program for the developmentally disabled at state of the art facilities. These include an Educational Center and various modern residential facilities. Work with nurses, special educators, physical, occupational, and speech therapists in the most up to date treatment modalities.

HOURS NEEDED: Residential Facilities: flexible scheduling available including Saturday and Sundays, 10:00am - 6:00pm. Educational Center (located near the FIU University Campus): Monday–Friday, 9:00am – 2:00pm.

COMMENTS: Miami Cerebral Palsy provides a great opportunity to be exposed to numerous occupations and therapies. Service-learners will have the chance to work with specialized adaptive equipment, computers, and technological devices. Call Bill for more information and to arrange an orientation.

MIAMI CHILDREN'S MUSEUM, 701 Arena Blvd. Miami, FL 33136

CONTACT: Cecilia Dubon (305) 373-5439 ext. 100 (Fax: 305-373-5431)

DESCRIPTION: The Miami Children's Museum (MCM), formerly the Miami Youth Museum, is currently constructing its new 55,000 sq. ft. Facility on Watson Island, adjacent to downtown Miami. The facility is due to open in September 2003. The museum's exhibits and programs will focus on arts and culture and be primarily targeted to infants and children up to the age of 12. During construction, the Miami Children's Museum is operating as a "virtual museum" by conducting many programs and activities throughout the county.

OPPORTUNITIES : Develop professional skills, provide community service and have fun while you assist in staffing the Miami Children's Museum's activity booth at community events throughout the county. Volunteers assist children who visit the MCM booth to complete fun and educational activities and games. No experience necessary, as long as you like working with children.

HOURS NEEDED: Most of the events take place on weekends. We would like for each volunteer to complete at least an 18 hours minimum. For a full list of events contact Cecilia or visit our Website at www.miamichildrensmuseum.org

COMMENTS : This is a great way for students interested in art education, education, family issues, community issues, environmental issues, and public service to get involved.

MIAMI-DADE ANIMAL CARE AND CONTROL DIVISION, 7401 NW 74th St., Miami, FL 33166

CONTACT: Berry Atkins, Volunteer Manager, (305) 884-1101, ext. 224 (Fax: 305-884-3447)

DESCRIPTION: The Animal Care and Control Division provides the following services: code enforcement--vaccinations, licenses, loose animals, etc; dead animal pick-up; animal care and pick-up, veterinary care; adoption; dog & cat licensing; community outreach & education (spay/neuter programs, rabies vaccinations, etc.), and euthanasia.

OPPORTUNITIES : Lost & Found: help reunite lost animals with their owners; Dispatch & clerical: assist in receiving and dispatching calls to Animal Control officers in the field, data entry, etc; Animal companion: provide companionship, exercise & grooming to the animals; Kennel aid: assist kennel staff in management of animals in shelter; Front counter: assist public, etc.; Other programs: match-a-pet program, community education, special events/clinic/shelter maintenance.

HOURS NEEDED: Depends on your assignment--many opportunities available Monday-Friday 11:00am – 7:00pm, Saturday and Sunday, noon – 5:00pm.

COMMENTS : The Animal Care and Control Division annually handles more than 23,000 animals. Unfortunately, roughly 18,000 of them must be destroyed. Call Ms. Rodriguez to set up an interview and orientation! She can be hard to reach so keep trying.

MIAMI-DADE COUNTY DEPARTMENT OF HUMAN SERVICES OFFICE OF YOUTH AND FAMILY DEVELOPMENT DELINQUENCY PREVENTION SERVICES DIVISION

4343 West Flagler Street Suite 404, Miami, FL 33134 Various Locations: Cutler Ridge, Kendall, Flagler, Opa-Locka

CONTACT: Jeannette Garcia, Director of Resource Development, (305) 234-1433; direct phone number: (305) 971-5067 (Fax: 305-234-3989)

DESCRIPTION: Delinquency Prevention Services Division (DPS) provides comprehensive juvenile justice diversion programming for approximately 4000 youths yearly. DPS offers alternative sanctions and treatment for troubled children and families involved in the juvenile justice system. Our goals are to reduce further criminal involvement, heighten self-esteem, increase exposure to positive role models, improve school performance, and enhance personal responsibility.

OPPORTUNITIES : Students are needed for tutoring, role modeling, and mentoring youths with difficult backgrounds. Students will be an additional positive support for these multi-cultural and multi-ethnic youths.

HOURS NEEDED: After School, some Saturdays. Students must work at least 3 hours a week for one semester. Monday-Friday, 8:00am- 6:00pm

COMMENTS: Students must be able to pass criminal background screening. Excellent opportunity for anyone considering a career in social work, psychology, human services, criminal justice, or education.

MIAMI-DADE PARK AND RECREATION DEPARTMENT, (County-wide opportunities)

Main Office: 275 N.W. 2nd Street, Hickman Building, Miami, FL 33128

CONTACT: Sandra Hill, (305) 693-6236 or Pager (305) 839-2241 (Fax: 305 693-3254) Information: (305) 755-7800

DESCRIPTION: Maintains a comprehensive system of parks, zoological areas, cultural facilities, historic buildings, and recreational spaces **and provides recreational and cultural activities for people of all ages.**

The park system has five regions with over 250 community and neighborhood parks.

OPPORTUNITIES: Opportunities include programming for youth and adults at a recreational facility. Assist in the plan and coordinate a variety of indoor and outdoor recreational activities such as team and individual sports, active and quiet games, arts & crafts, tutoring, culture activities, storytelling, and good sportsmanship. Assist with special events and children with disabilities.

HOURS NEEDED: Generally Monday – Friday from 2:00pm – 8:00pm depending on the park hours of operation. Summer program hours are 8:00am – 6:00pm

COMMENTS: Call Ms. Hill and she will place you at a park near your home.

MIAMI-DADE PARKS, ADOPT A NATURAL AREA, Park and Recreation Department,

22200 SW 137th Avenue Miami, FL 33170

CONTACT: Magaly Bashir, Volunteer Coordinator, (305) 257-0904 or (305) 257-0933 (Fax: 305-257-1086).

DESCRIPTION: Natural areas are the hammocks, pinelands, wetlands, mangrove forests, and seashores that once covered all of Miami-Dade County, but now remain only in undeveloped, protected areas. These habitats, and the plants and animals that live there, are all a part of Miami-Dade County's natural heritage, and a resource to be treasured for generations to come. Non-native plants, introduced from around the world, have invaded these unique natural areas. They crowd out rare native plant species, seriously disrupting important natural processes such as storm recovery, and natural fire cycles. The control of non-native plants is considered one of the most important elements in the management of all natural habitats.

OPPORTUNITIES : The Department's Natural Areas Management (NAM) Program began the overwhelming task of exotic plant control in 1991. NAM's Volunteer Program fosters civic responsibility and knowledge for the common good. As a volunteer or student, you are given the opportunity to assist in the restoration of one of Miami-Dade County's natural areas by removing exotic plants, planting seedlings, or picking up trash. Students and volunteers are taught to identify various invading non-native plants while gaining a greater understanding of these ecosystems. Other opportunities include historical research, fund raising and general office work. Now more than ever, Miami-Dade Parks need the support of the entire community to restore and maintain our natural areas. With your help we can accomplish this important task! Additional opportunities available for a computer programmer and a volunteer coordinator. These are great opportunities for students in a marketing, finance, business, computer, and a direct look at how the government works.

HOURS NEEDED: Saturdays at various sites from 9:00am - noon. **Students are required to commit to a minimum of 12 hours.** Call the Natural Areas Management office for calendar dates and locations at (305) 257-0904.

MIAMI JACKSON ADULT EDUCATION CENTER, 1751 NW 36 St, Miami, FL 33142

CONTACT: Angelo Vazquez, (305) 634-2621 ext. 2272 (Fax: 305-633-8191)

DESCRIPTION: Provides educational opportunities and vocational training in areas such as English as a Second Language, High School Completion, GED, Nursing Assistant and Child Care Provider.

OPPORTUNITIES: Tutor students in Math, English, Science, and all other academic areas. We also offer the opportunity to tutor students in our 21st Century Program.

HOURS NEEDED: Monday – Thursday: 6:30pm - 9:00pm

COMMENTS: Call Mr. Vazquez between 3:00pm – 9:00pm for further information.

MIAMI JOB CORPS, 3050 NW 183RD Street, Miami, FL 33056

CONTACT: Derek Stein, Academic Training, (305) 626-7800 (Fax: 305-626-7857)

DESCRIPTION: Job Corps offers academic training tied to occupational choices for young adults ages 16-24. The program is tailored to individual student's needs and pace. Vocational program graduates receive five weeks of work experience with participating employers. Many students are employed full-time at these work sites upon program completion. Job Corps is a positive home away from home environment. The staff include academic and vocational instructors, admissions and job placement specialists, physicians, health service care givers, counselors, residential advisors, recreation, maintenance, food services, and security staff.

OPPORTUNITIES: Tutoring in math, reading, writing and GED preparation. Other opportunities available as well.

HOURS NEEDED: Monday - Friday 8:00am – 4:00pm, with some limited options after 4:00pm. Be sure to call and schedule an appointment with Mr. Stein before going to the Center.

COMMENTS Service-learners are always more than welcome at Miami Job Corps. Mr. Stein will do everything possible to make sure your experience is a positive one.

MIAMI LIGHTHOUSE FOR THE BLIND, 601 SW 8th Ave, Miami, FL 33130

CONTACT: Isabel Amenta, Volunteer Manager, (305) 856-2288; Kevin McFall, Director of Human Resources, ext. 223 (Fax: 305-285-6967) or Roxann Mayros, Executive Director.

DESCRIPTION: The Lighthouse provides rehabilitative training, computer/vocational training, and social group activities programs to newly blinded and visually impaired persons. Independent living adaptability and adjustment to blindness are the goals.

OPPORTUNITIES: Examples include arts & crafts instruction, dance and exercise, group games, and assistance with the reading of correspondence, bills, etc. Instructors also need assistance teaching clients orientation and mobility, personal management, communication (Braille, handwriting, using cassettes and phones, etc.).

HOURS NEEDED: Monday - Friday, 8:00am - 4:30pm

COMMENTS: Service-learning students must commit to at least 3 hours per week and 25 hours per semester. Call for orientation dates and to set an appointment.

MIAMI MUSEUM OF SCIENCE, 3280 S. Miami Ave., Miami, FL

CONTACT: Itala Aportela, (305) 646-4265 (Fax: 305-646-4300); E-mail: iaportela@miamisci.org

DESCRIPTION: Hands-on science museum and wildlife center that is committed to promoting science literacy and hands-on scientific investigation.

OPPORTUNITIES: Serve as an interpreter for Museum visitors, provide assistance in guiding visiting groups, explain exhibits, or perform demonstrations. Also available are positions in general maintenance and husbandry of captive reptiles and birds of prey and assisting with hands-on teaching about South Florida's environmental issues. In need of volunteers to assist in our School Group Program, Monday -Friday, 9:30am - 1:30pm during the regular school year (Sept.-June). This program provides educational, structured programs to our visiting schools. Volunteers would assist in providing information, guiding, explaining, and manning the interactive exhibits. We need a commitment of 75 hours per semester and/or 6 months to a year.

HOURS NEEDED/SCHEDULE: Monday - Sunday, 10:00am - 6:00pm. School Group Program: Monday - Friday, 9:30am - 1:30pm (Sept.-June)

COMMENTS: A minimum of 75 hours or 6 months of total commitment is preferred. Many opportunities to work with the public and with kids. Good for Hospitality and Education majors.

MIAMI RESCUE MISSION JEFFREY A. TEW EDUCATION CENTER

2010 N.W. First Avenue, Miami, FL 33127

CONTACT: Ken Palonsky, Education Supervisor, (305) 571-2243 (FAX: 305 572-2090), e-mail: kenp@caringplace.org

Website: www.miamirescuemission.com

DESCRIPTION: Provides adult basic education and career employment skills to residents who were formerly homeless. The Center uses a

computer-enhanced, self-instructional curriculum and mastery-based learning techniques. After initial diagnostic testing, students are individually placed at a level where they can perform without the stress of competition or the fear of failure. Learning center staff then provides support for students as they work at their own rate to achieve pre-defined program goals.

OPPORTUNITIES: Students may gain experience in tutoring, mentoring, counseling, criminal and civil law, journalism, career development, social issues, language arts, mathematics, reading, E.S.O.L., adult literacy, and urban survival.

HOURS NEEDED: A commitment of two-hours a week for a minimum of ten-weeks is required.

COMMENTS: We encourage scholarship in all disciplines for the purpose of enhancing MDCC course work through hands-on learning and are receptive to independent projects and proposals for innovative learning.

MOBILE ADVOCACY PROGRAM, part of Victims Services Center, 111 SW 3rd Street, 2nd Floor, Miami, FL 33130

CONTACT: Rose Dorvil, (305) 374-9990 (Fax: 305-374-9995)

DESCRIPTION: The Mobile Advocacy Program provides the victims of domestic violence with enhanced crisis and trauma counseling and promotes a learning process between the student and the law enforcement community. There is a mandatory two-day training and a police background check required prior to starting volunteering with the agency. The trainings are to be announced.

OPPORTUNITIES : The program is designed to enhance learning through hands on experience. Volunteers will provide initial and follow-up crisis counseling, victim follow-up on closed felony and misdemeanor cases, and data base entry while working with Domestic Crimes Bureau's Victim Services Coordinator.

HOURS NEEDED: Minimum of 4 hours per week. Students are allowed to set those hours according to their personal schedules.

COMMENTS : Please contact Valery if you are interested in helping victims of domestic violence.

MOUNT TABOR MISSIONARY BAPTIST CHURCH-YOUTH TUTORING PROGRAM,

1701 NW 66th Street, Liberty City, FL

CONTACTS: Rev. Bill Bailey, (305) 693-0820 (Fax: 305-693-1518)

DESCRIPTION: The Mt. Tabor Youth Ministry attempts to improve the quality of life and offer hope for those in need at our church and the surrounding community. We are in partnership with the Miami-Dade Public School Board to provide tutoring to youth in grades K-12.

OPPORTUNITIES: Hands-on tutoring experience using FCAT techniques for students in grades K-12. Opportunity to work with retired teachers and other experienced adult youth workers.

HOURS NEEDED/SCHEDULE: Tuesdays and Fridays, 4:15pm - 6:45pm and Saturdays, 12:45pm - 3:15pm.

COMMENTS: Training provided by the Miami-Dade County Public Schools using the latest FCAT materials and techniques.

MULTI-PURPOSE CENTER FOR THE ELDERLY, James E. Scott Community Association (JESCA). Multi-purpose Centers for the Elderly Program, 2350 NW 54th Street, Miami, FL 33142. JESCA announces the Pre-Opening of their Adult Day Care Center in the Jollivette Senior Center located at 6319 NW 24 Place, Miami FL 33142

CONTACTS: Althea Jackson, Project Director and Tammy Lockett, Assistant Director, (305) 638-5500 (Fax: 305-633-8969)

DESCRIPTION: Designed to assist the needs of adults and provides activities geared to the needs of each individual in a supportive and caring environment.

OPPORTUNITIES: Support the care givers and clients in the areas of socialization, Arts & Crafts, Health Monitoring, Medication Management, Reality Orientation, Educational Programming, Transportation, Outings and Entertainment and nutritional Breakfast & Lunch

HOURS NEEDED/SCHEDULE: 7:30am to 4:30pm

NFL YOUTH EDUCATION TOWN CENTER, Gwen Cherry Park, 7090 NW 22nd Avenue, Miami, FL 33147

CONTACT: Jeannie Bejacmar, Annette Conception for tutoring and mentoring (305) 694-4889 (Fax: 305-694-2747)

DESCRIPTION: Community Center in Liberty City that merges recreational activities with educational support services to assist youth in their personal development. Services include team sports, recreational sports, arts & crafts, homework assistance, educational workshops, computer labs, etc. Over 400 youths are participating in the program.

OPPORTUNITIES: Clerical support, coaching, tutoring, computer lab assistant, teaching assistant, etc. Assist in any & all aspects of the Center--depending on your interests and skills!

HOURS NEEDED: Monday-Friday 2:00pm- 5:00pm

COMMENTS: This Center was built with the help of the NFL after the 1995 Super Bowl in Miami. Call for more info and to schedule an interview/orientation. If you are interested in assisting with sports, you will be referred to the coaching staff.

NANAY, INC. (NATIONAL ALLIANCE TO NURTURE THE AGED AND THE YOUTH)

THE ASIAN PACIFIC AMERICAN COMMUNITYCENTER

659 N.E 125th Street, North Miami, FL 33161 and in South West Miami/Kendall Area: 12233 SW 112th Street, Miami 33186.

CONTACTS: Dr. Rose Marie del Rosario, Program Director, (305) 981-3232 (Fax: 305-981-3231) E-mail: gennerwork@aol.com

or Tessie Kenyon, Program Director, (305) 271-2090 Fax: (305) 271-2681; website: www.nanay.com

DESCRIPTION: NANAY is a tax-exempt, charitable organization that seeks to create a new vision for youth and elders – one of dynamic vitality and diversity, and together, enhancing the well being of the entire community. NANAY houses the Asian Pacific American Community Center where support services for the elders are provided and intergenerational/intercultural programs are conducted. Free services for the elders include self-enhancement workshop, health sessions, arts and crafts, counseling, recreational activities, ballroom and folks dancing, educational seminars, living assistance and companionship, transport and escort services. The Center also provides job information access, career development seminars, computer training, conversational English, legal counseling and immigration assistance.

OPPORTUNITIES: Individuals are needed for all areas in hands-on activities, technical support, administrative and professional capacities. All prospective service-learning participants will be interviewed and attend a volunteer orientation.

HOURS NEEDED: NANAY will work flexibly with volunteers, between the hours of 10:00am to 5:00pm Tuesdays to Saturdays.

COMMENTS: Opportunities for service-learning and volunteerism are available at the North Miami and South Miami operations. All volunteers are expected to interact with elders and be willing to learn and serve in a racially and culturally environment. Special recognition is given to volunteers who serve 100 or more hours.

THE NON-VIOLENCE PROJECT (NVP), 300 Biscayne Boulevard Way, Suite 919, Miami, FL 33131.

(County-wide Opportunities plus Broward County)

CONTACT: Diane Landsberg or Mario Avalos, (305) 358-6643 (Fax: 305-371-3630) Web site: www.nvp-miami.org

DESCRIPTION: NVP is a private non-profit organization dedicated to diminishing violence and violent behavior among youth using prevention and intervention methods. The program is based on a community youth development model that seeks to improve the community through youth initiatives.

OPPORTUNITIES : NVP seeks individuals in the following concentrations: marketing, advertising, public relations, teaching, motivational public speaking, events development, IS, and finance.

HOURS NEEDED: Monday-Friday 9:00am-5:00pm. Special projects are available. Flexible.

COMMENTS : Foreign language, computer literacy is a must. This is a great opportunity for students, especially those majoring in education, social work, psychology, health and medical professions, criminal justice, law, and public speaking. We will work around your schedule.

NORTH MIAMI ADULT EDUCATION CENTER, 800 NE 137th Street, Miami, FL 33161

CONTACT: Hattie Lamb, (305) 891-6590 ext. 246 (Fax: 305-895-6248)

DESCRIPTION: This agency provides adults with the opportunity to enhance their skills and abilities for career advancement and maintaining or obtaining a job.

OPPORTUNITIES: Tutoring English for non-speakers, adult mathematics, and writing skills. Beginning computer skills are always needed.

HOURS NEEDED: Monday - Thursday, 3:00pm - 9:30pm (Friday is the best day to meet between the hours of 9:00am – 5:00pm.).

COMMENTS: Call Mrs. Lamb to arrange a meeting/orientation. She will give an overview of the school and give you an assignment depending on your interests and schedule. She really needs your help and looks forward to working with M-DCC students!

NORTH MIAMI FOUNDATION FOR SENIOR CITIZENS, 620 NE 127th Street, N. Miami, FL 33161

CONTACT: Sandi Dioli-Kumm, (305) 893-1450 (Fax: 305-899-1505)

DESCRIPTION: Care management agency serving senior citizens in their own home in the North Miami-Dade County area.

OPPORTUNITIES: Include, but not limited to, the arrangement of services and monitoring of clients, friendly companionship visiting, chore services, escort and telephone reassurance. Special project development available. Student interests and needs taken into consideration for a positive learning experience.

HOURS NEEDED: Flexible schedule.

COMMENTS: Please call to schedule appointment. Ms. Dioli-Kumm is an outstanding supervisor who will ensure that you have an excellent experience.

THE NURSING CENTER AT MERCY, 3671 S. Miami Ave., Miami, FL 33132

CONTACT: Nieves Valdes-Almaguer, Activities Director, (305) 854-1110 ext.121 (Fax: 305-854-2827)

DESCRIPTION: This agency is a nursing home/rehab center. It houses approximately 120 residents.

OPPORTUNITIES: Volunteers can learn about the elderly, help with rehabilitation and activities.

HOURS NEEDED: Everyday. Scheduling is flexible.

COMMENTS: Call Ms. Valdes-Almaguer to schedule an appointment/orientation.

OAK GROVE ELEMENTARY COMMUNITY SCHOOL, H.A.I.T.I. PROGRAM,

15640 N.E. 8th Street, North Miami Beach, FL 33162

CONTACT: Dorothy Hart, Counselor, (305) 945-1511 (Fax: 305-949-4090)

DESCRIPTION: The HAITI Program (Haitian American Interdisciplinary Teaching Initiative) is designed to provide motivational activities for Haitian-American students that focus on cultural pride, self-esteem, respect, and academic success.

OPPORTUNITIES : Mentors and tutors are needed to work under the supervision of classroom teachers to tutor small groups and to help students prepare for the Florida Writes test by reinforcing writing skills.

HOURS NEEDED: Monday - Friday, 9:00am – 3:00pm

COMMENTS : The HAITI Program is an exciting opportunity for service-learning students to get involved in a cultural education program. Students are asked to commit to their assigned schedule once the contract is signed and the training has been completed. Call Ms. Hart to get started today!

OLYMPIA THEATRE AT GUSMAN CENTER FOR THE PERFORMING ARTS,

Theatre: 174 East Flagler Street, Miami, FL; Administrative Office: 25 SE 2nd Avenue, Suite 415, Miami, FL

CONTACT: Tom Voruz, (305) 374-2444 (Fax: 305-374-0303)

DESCRIPTION: Built in 1926, the historic Gusman Theater serves the local multi-cultural community by presenting emerging local artists and top super stars of the stage.

OPPORTUNITIES: Students will be able to learn about the Arts, while working at the theater as ushers and ticket takers. The students will have the opportunity to enjoy the performance after his/her work is done.

HOURS NEEDED: Hours will depend on Gusman Center's event schedule from Sept - June. **Four hours per performance event and 15 hours per semester minimum required. Performance events usually last four hours.** Students must report 1½ hours before show time and work until he/she has fulfilled the four-hour requirement.

COMMENTS: Call Tom to set up an orientation and training and to receive a list of performance dates!

REQUIRED DRESS: Men: black shoes, black slacks, black jacket and black bow tie along with a white shirt. Women: black shoes, black skirt, black jacket or sweater, and black bow or silk tie, w/ white blouse. Please bring a flashlight.

OPERATION H.O.P.E. COMMUNITY OUTREACH CENTER, 9730 NW 20th Avenue, Miami, FL 33147

CONTACT: Tina Moore, Director (305) 693-2600 (Fax: 305-693-7925)

DESCRIPTION: Operation H.O.P.E. Community Outreach Center is an inner-city program that operates the following activities for the community: after-school tutorial and homework assistance program, and an Operation Hope Christian Explorers Club, that will meet on Thursday at 6:30pm- 7:30pm.

OPPORTUNITIES : Tutoring in reading, math, visiting schools and classrooms, and computer skills. Assisting students with homework grades K through 12. Mentoring youth and building self-esteem and character. Leading group activities and life skills.

HOURS NEEDED: Hours are flexible. From 11:00am – 7:30 pm, Monday – Friday, for after school program and Explorer's Club (on Thursday). Summer Day Camp, Monday- Friday, 7:00am – 6:30pm.

COMMENTS : Volunteering at Operation H.O.P.E. is an excellent opportunity to extend your **Hands Outstretched in Pursuing Excellence** in the hearts and minds of the children in this community. Come join us and help make a difference.

ORLOWITZ-LEE CHILDREN'S ADVOCACY CENTER/KRISTI HOUSE, INC.

1265 NW 12th Avenue, Miami, FL 33136

CONTACT: Lauren Diamond, Volunteer Coordinator, at (305) 547-6823 (Fax: 305-547-6837) E-mail: ldiamond@kristihouse.org

DESCRIPTION: Volunteers create a valuable connection between the community and the operation of The Orlowitz-Lee Children's Advocacy Center and the Kristi House Inc. Volunteers play an important role in putting children at ease and encouraging children to return to the center for follow up appointments that are necessary to their recovery process. Volunteers work directly with children who have been physically or sexually abused. Kristi House provides another opportunity for volunteers to work with children through the Child Victim Rapid Response Program (CVRRP). The CVRRP provides mentors to work with children in inner-city schools. Children are referred for mentoring by their classroom teachers because of behavior or academic challenges. Mentors help children with assignments, read to children, and generally act as caring adults that children can talk to. Mentors meet with children at school for one hour each week and are supervised by a CVRRP Intake Advocate. Intake Advocates help link children and their families with community resources and can assist mentors with any questions or concerns they might have.

OPPORTUNITIES : Service-learners can play games, create imaginative arts and crafts, or read books to the children. Volunteers provide companionship to children who are waiting for therapy or other services.

HOURS NEEDED: Hours for volunteering are Monday through Friday from 9:00am to 5:00pm. Volunteers can select their own hours according to their schedule. We would like a three-month commitment.

COMMENTS: Students will be interviewed by phone, followed by a personal interview at Kristi House. An orientation will be scheduled at a time that is appropriate for each student. Background checks and fingerprints are required for all volunteers. Volunteers must be 18 years or older.

PACE CENTER FOR GIRLS, 1090 NE 79th Street, Miami, FL 33138

CONTACT: Emnine Lefevre, (305) 795-2070 (Fax: 305-795-2077)

DESCRIPTION: Serves the needs of girls ages 12 - 18 years old who are potential dropouts, have fallen behind in grade level due to personal problems, or are status offenders. PACE is a year-round, non-residential, educational and counseling program. Students at PACE have the chance to finish school courses and earn grade promotions.

OPPORTUNITIES : Serve as a tutor/mentor, work on special projects like field day and career week, assist social workers and administrative staff, help find motivational rewards for the students, help make follow-up calls to previous students and more.

HOURS NEEDED: Monday-Friday anytime between 8:00am - 2:00pm

TRAINING: Orientation will be provided.

COMMENTS : Every person should have the opportunity to become a confident, productive citizen with vocational security. They need your help. Please call. In addition, this is an excellent opportunity to learn more about careers in the mental health, counseling, education, and social work fields. Pre background screening is required.

PALM SPRINGS ELEMENTARY, 6304 E. 1st Avenue, Hialeah, FL 33013

CONTACT: Sheila Gould, Counselor, ext. 116 (305) 822-0911 (Fax: 305-828-5802)

DESCRIPTION: Pre-K through 5th grade; 93% of students are Hispanic; demonstration Pre-Kindergarten; ESE Program; TEAM program in second, third, and fourth grade; Extended Foreign Language Program in Kindergarten to 2nd grade.

OPPORTUNITIES : Reading stories to children/classes; assist with school-wide reading activities such as Literacy Days and Great American Read Aloud activities. Also assisting students in physical education activities, art activities, and music activities. Tutor in areas of mathematics and science; SECME Club (science, engineering, communication, mathematics, communication enhancement); Chess Club.

HOURS NEEDED: Monday, Wednesday and Friday, 8:45am - 1:45pm; Clubs: 3:00pm - 4:00pm on various days.

COMMENTS : Students must commit to at least a two-hour block of time per week for 10 weeks. Activities will be limited to assisting staff during physical education classes, art classes, music classes, or reading activities in the media center. Our counselor (Sheila Gould, Ext. 116) will place you with an activity based on your interest, service-learning assignment, and schedule. Please initiate contact with the school for your hours by February 28th. We look forward to hearing from you.

PEER LINK PROGRAMS, INC., (County-wide opportunities)

3291 Franklin Avenue Coconut Grove, FL 33133

CONTACT: David Krochmal, M.S.W., (305) 448-1288 Fax: (305) 448-1298.

DESCRIPTION: Supervised Community Integration Programs and workshops for individuals of all ages with developmental, physical, and learning disabilities. Members are individuals who participate near a mainstream level. Groups are designed to provide each member with peers in the same age range and level of development.

OPPORTUNITIES : Participation in day trips (field trips) around South Florida. Experience working with various developmental and physical disabilities. Knowledge of the symptomatic behavior of individuals with unique special needs. The reward of bringing smiling faces to people who have few other alternatives for having fun.

HOURS NEEDED: Pre-selected field trip days Monday-Sunday: Field trips are 4-6 hours in length (dependent upon activity). Field trips run during daytime hours with few evening activities.

COMMENTS : Volunteers should have a genuine interest in the well-being of special needs individuals. No particular academic major required.

PELICAN HARBOR SEABIRD STATION, 1275 NE 79th Street Causeway, Miami, FL 33138

CONTACT: Wendy Fox, (305) 751-9840 (Fax: 305-759-4461); E-mail: wfox1@bellsouth.net

DESCRIPTION: Pelican Harbor Seabird Station is dedicated to the rescue, rehabilitation and release of injured seabirds, mainly Brown Pelicans. Education is an important aspect of our nonprofit organization.

OPPORTUNITIES: This opportunity involves all aspects of the daily operations and maintenance of a wildlife rehabilitation center. Tasks are varied; from cleaning cages to assisting in the release of healthy birds.

HOURS NEEDED: 1 to 2 students per 3-hour morning shift. One shift per week for a minimum of 3 weeks. Shifts are from 9am to noon Monday through Friday. Please call for availability.

COMMENTS: If you love wildlife and enjoy varied duties, if you don't mind getting dirty and would enjoy working on beautiful Biscayne Bay with a fun bunch of people, Wendy is waiting to hear from you.

PROGRAMS FOR PERSONS WITH DISABILITIES (PARKS AND REC. - CITY OF MIAMI),

4560 NW 4th Terrace Miami, FL 33126

CONTACT: Sonia Brande, (305) 461-7201 Ext. 227; (Fax: 305-461-7058)

DESCRIPTION: Teaches daily life skills and provides recreation to the disabled community of Miami. Runs both day and evening programs for the disabled, at the Sandra Delucca Development Center (near airport). The evening program meets at the center, then travels to various locations.

OPPORTUNITIES: Assist therapeutic recreation personnel with recreational and training programs for the disabled. Activities take place at the Sandra Delucca Development Center, 4560 NW 4th Terrace, or various locations citywide. In addition, help is needed for a variety of seasonal events and the Special Olympics. Activities are designed to be both fun and recreational. Call Ms. Brande for dates and times.

HOURS NEEDED: Day program: Monday-Friday, 8:00am - 4:00pm; Evening program: 4:00pm - 9:00pm, Monday-Wednesday. Special Events and Special Olympics times vary.

COMMENTS: Call Ms. Brande and she will give you an assignment based on your schedule and needs!

PROJECT BOOKWORM, Department of Children and Families, 18301 N. Miami Avenue, Miami, FL 33169

CONTACT: Maria Saenz-Rodriguez, Volunteer/Intern Coordinator, (305) 655-3680 or (305) 655-3685 (Fax: 305- 655-3688).

There will be future contacts as the project grows to include more of Miami-Dade County.

DESCRIPTION: Project Bookworm has a mission to improve family literacy in Miami-Dade County. Partnerships with C. A.A. Head Start, Miami-Dade Public Library, Children's Psychiatric Center and local communities, allow the project to accomplish this mission.

OPPORTUNITIES : In this program, there are a variety of opportunities that will allow the student to be in direct contact with pre-school aged children and their parents. There will be opportunities to read to children, encourage parental involvement and assist with family literacy. The service-learning student can serve as many hours as desired, however, we are asking for a minimum of 24 hours.

HOURS NEEDED: 9:00am - 1:00pm in two-hour increments

COMMENTS : Those who wish to serve must be at least 18 years of age and have the ability to relate to very young children of a variety of cultural backgrounds. Stability, willingness, and the ability to help are of great importance. Prospective service-learners must complete a volunteer application, which includes personal references. After completion, the application may be submitted for a background screening check. If you have any questions, or would like to schedule an appointment, do not hesitate to call Maria Saenz-Rodriguez!

PROJECT UP-START, MIAMI-DADE COUNTY PUBLIC SCHOOLS, (County-wide opportunities)

CONTACT: Laura Pena, (305) 995-7318 (Fax: 305-995-7337)

DESCRIPTION: The mission is to seek the best educational experience for homeless children and youth in collaboration with parents, schools, and community through opening doors to academic opportunities, removing barriers, and promoting a healthy sense of self. The program provides tutorial and community services, self-esteem enhancement and parental involvement activities. Services are offered all over Miami-Dade County at homeless shelters and other centers (e.g., Miami Bridge, Camillus-South, Homeless Assistance Center, Safespace Shelter, Salvation Army, New Life Family Center, Esperanza Center, Emergency Housing North and South (Florida City).

OPPORTUNITIES : 1) Tutoring writing, reading, and math at one of the sites listed above (North Dade to Florida City). 2) Administrative assistance in main (Downtown) office (clerical, research, etc.). Special events planning, public relations. 3) Help write/design program brochures & newsletter or website.

HOURS NEEDED: Tutoring at one of the 14 sites, 3:00pm – 6:00pm, Monday - Thursday. Call Laura Pena for details & info on orientation/training.

COMMENTS : Dr. De La Cruz can place you based on your schedule and location. She welcomes your talents, skills, abilities, and willingness to make a difference in homeless children's lives.

SAFESPACE SHELTER, 7831 NE Miami Court, Miami, FL 33138

CONTACT: Paula Owen, Children's Program Supervisor, (305) 758-2804 Ext. 268

DESCRIPTION: Safespace operates two shelters in Miami-Dade County, which provide a full range of services to victims of domestic violence and their dependent children. The main goals of the agency are to provide safety and an environment that encourages self-sufficiency for its residents, and to promote in the community the prevention of domestic violence. Both centers provide crisis intervention, community education, psycho-educational support groups, individual and group counseling and referral to different resources in the community. Safespace North is 63-bed facility. One of its components, the Children's Program, coordinates activities for the families residing in the shelter.

OPPORTUNITIES : Service-learning opportunities include participation in the children's program. Opportunities within the children's program include assistance in the areas of counseling, educational and recreational activities as well as supportive duties. Also, the program welcomes students' initiatives, and group or individual projects.

HOURS NEEDED: The program's hours are 2:00pm - 11:00pm on weekdays, and 10:00am - 7:00pm on Saturdays.

COMMENTS: Please contact Children's Program Staff to schedule an interview. A volunteer application must be completed and should include the names and addresses of two references. Background checks will be required.

SANTA CLARA ELEMENTARY, 1051 NW 29th Terrace, Miami, FL 33127

CONTACT: Wendie Williams or Celia Fernandez, (305) 635-1417 (Fax: 305-637-1705)

DESCRIPTION: This pre-K through 5th grade school focuses on increasing student achievement in basic skills.

OPPORTUNITIES: Listen/help children practice reading; listen to children who may need to talk to someone & express their feelings; classroom aides; computer work; community outreach to secure donations to be used as incentives/rewards for students. Counselor Aide to work as assistant with the counselor.

HOURS NEEDED: School days, between 8:30am - 3:00pm (after-school hours) when arranged. Activities and office work available when scheduled from 3:00pm - 6:00pm.

COMMENTS: Ms. Williams and Ms. Fernandez are looking forward to working with M-DCC students. Please give them a call!

SOUTH FLORIDA BOYS CHOIR – REPLICIA PROJECT, 9941 West Jessamine Street, Miami, FL 33157

CONTACT: Erma I. Williams, Executive Assistant, (305) 234-8769 ext. 102; E-mail: i.will@att.net

DESCRIPTION: An artistically driven organization, South Florida Boys Choir – Replica Program, based on the world renowned Boys Choir of Harlem, provides children in South Dade with a comprehensive program of education, counseling and the performing arts. Our program is designed to prepare the students to become disciplined, confident, motivated and successful adults. We address the total social, educational and developmental needs of our students as it helps them develop their creative ability, build academic accomplishment and acquire new skills.

OPPORTUNITIES : Assist in tutoring our thirty young men in grades 3-9. Specifically, they need assistance with language arts, math and reading.

HOURS NEEDED: Monday-Thursday, 3:30pm - 6:30pm.

COMMENTS : The program is a collaborative effort with Miami-Dade County Public Schools. We are housed at RR Moton Elementary School.

SOUTH HIALEAH ELEMENTARY COMMUNITY COMER SCHOOL

265 E. 5th Street, Hialeah, FL 33010

CONTACT: Anita Martin, (305) 885-4556 ext. 133

DESCRIPTION: South Hialeah has a student population of 1,100 students Pre-K through fifth grade. We also have an after school program until 6:00pm, enrichment and tutoring classes from 3:15pm - 4:15pm, and adult education classes from 6:00pm to 10:00pm.

OPPORTUNITIES : Volunteers are needed in a multitude of areas. For example, early childhood, specific education, elementary education, technology, physical education tutoring, marketing, business management, community resources, etc. Call and see when and where you can make a contribution.

HOURS NEEDED: Monday – Friday 8:30am – 9:00pm.

COMMENTS: We are looking for volunteers who will commit to working a minimum of 20 hours. You will learn that in giving you will receive.

SPECIAL OLYMPICS, 2335 NW 107th Avenue, Box #57, Miami, FL. 33172

CONTACT: Steve Klotz, Executive Director, (305) 406-9467 (Fax: 305-406-3733); E-mail: somd@bellsouth.net;

Web site: www.specialolympicsmiamidade.org.

DESCRIPTION: Conducts training and sports competitions year-round for children and adults experiencing mental retardation as follows: Bowling in October; Basketball in November; Track & Field in early March; Soccer, Volleyball, Tennis, and Bicycling in mid-March, and Softball & Aquatics in May.

OPPORTUNITIES: Events require volunteers as timekeepers, scorekeepers, motivators, and facilitators, as well as to help with food service, set-up and break-down of venues, and clean-up. Office assistance is needed as well.

HOURS NEEDED: Mostly occasional Saturdays.

SPINAL CORD LIVING ASSISTANCE DEVELOPMENT INC. (SCLAD),

240 E. 1st. Ave., Suite #122, Hialeah, FL 33010

CONTACT: Angelina Rodriguez, Program Director, (305) 887-8838 (Fax: 305-884-7606); E-mail: aprodriguez@sclad.org or visit our Website at www.sclad.org.

DESCRIPTION: Assist individuals who have physical/developmental or learning disabilities to live independently and become self sufficient through its Support Service Program, Housing Program and Training and Employment Program.

OPPORTUNITIES: Service-learners are needed for tutoring, and other educational activities.

HOURS NEEDED: Flexible, Monday - Friday from 10:00am - 5:30pm.

COMMENTS: SCLAD offers students the opportunity to have a challenging and rewarding experience working with people who have disabilities.

SPRINGVIEW ELEMENTARY, 1122 Bluebird Ave, Miami Springs, FL 33166

CONTACT: Olga Siddons, (305) 885-6466 (Fax: 305-883-8391)

DESCRIPTION: This school in Miami Springs has 700 students in grades K through 5. The school is dynamic and the students are great!

OPPORTUNITIES: Mrs. Siddons will place students according to their interests and needs. Many opportunities exist: one-on-one & small group tutoring, serving as a teacher's aide, assisting with special projects, helping children with research projects, etc.

HOURS NEEDED: Monday-Friday, 8:00am – 3:00pm.

COMMENTS: Mrs. Siddons guarantees a meaningful & wonderful experience with her students! Give her a call!

ST. MARY'S CATHEDRAL SCHOOL, 7485 NW Second Avenue Miami, FL 33150

CONTACT: Ruth Pierre, (305) 751-6884 (Fax: 305-795-2013) (School: 305-795-2000) (Pager: 305-346-2268)

DESCRIPTION: St. Mary's Cathedral School is located in the inner city, in the community known as "Little Haiti." It is a multi-cultural Catholic private school that educates 350+ pre-K through eighth grade students. The academic curriculum includes math, language arts, religion science, social studies, music, computer lab and physical education. The school's mission is to have their students achieve their highest academic potential as well as to have instilled in them the values and spiritual guidance needed in their lives as productive adults.

OPPORTUNITIES : Providing tutoring to third through eighth grade students. In addition, assisting the third through eighth grade teachers in the classroom.

HOURS NEEDED: Teacher assistance is needed during the school day between 8:00am - 3:00pm or after-school tutoring is needed between 3:00pm - 5:00pm.

ST. THOMAS UNIVERSITY COMMUNITY LAW CENTER, 3896 NW 167th Street, Miami, FL 33054

CONTACT: Lilian Oetero, (305) 625-7123, ext. 10 (Fax: 305-625-6799) E-mail: lotero@stu.edu

DESCRIPTION: A community law center which provides legal services to low-to-moderate income clients.

OPPORTUNITIES: Volunteers are needed to help in several areas. **Legal Secretaries:** Word processing (MS Word & Excel) and handling of documents and miscellaneous office tasks. **Paralegals:** Assisting attorneys with legal research utilizing our library resources and Internet, they will also be assisting in drafting and getting first-hand experience in law office procedures. **In general:** To assist all staff.

HOURS NEEDED: We are open 9:00am – 5:00pm. Flexible scheduling.

COMMENTS: Our staff includes Director, Office Manager, and five (5) attorneys.

SUMMERBRIDGE MIAMI, 3575 Main Highway, Coconut Grove, FL 33133

CONTACT: John Flickinger (305) 460-8869 (Fax: 305-443-0735)

DESCRIPTION: Summerbridge is a program where motivated, at-risk seventh and eighth graders from public schools throughout Miami-Dade County work with high school and college students interested in teaching. The program stresses academic excellence, leadership, cooperation, creativity, and multi-cultural awareness. Tutoring sessions are offered two afternoons a week at the following middle schools: Booker T. Washington; Ponce De Leon; South Miami Middle; George Washington Carver; & Ransom Everglades Middle School. Super Saturday events are held bi-monthly at Ransom Everglades that focus on computer labs and educational workshops.

OPPORTUNITIES : Tutoring for Math, English, Science, etc. at one of the middle schools. Serve as a teacher's aide. Be a role model and mentor. Help with administrative/office work. Summer teaching opportunities available too!

HOURS NEEDED: Flexible hours for tutoring, including some evenings and weekends. Also two Saturdays a month from 9:00am-2:00pm at Ransom Everglades School for the Super Saturday program.

COMMENTS : There are currently 80 kids in this program, and about 40 participate in the Saturday program. This is a great opportunity for anyone interested in teaching and working with youth.

THOMAS JEFFERSON MIDDLE SCHOOL, 525 NW 147th St., 33168 (near I95 & 135th St exit)

CONTACT: Miss St. Hilaire, (305) 681-7481 (Fax: 305-688-5912)

DESCRIPTION: This is a middle school with a large special education center. Both Ms. Berry and Mr. Angelos are classroom teachers who work with students who are mentally handicapped and may have additional impairments.

OPPORTUNITIES : Assist in special needs classrooms in the following areas: one-on-one tutoring, individual attention to students who are unable to complete assignments; serve as a chaperone on outings into the community.

HOURS NEEDED: Monday - Friday, 9am - 3:20pm, school days.

COMMENTS : This is an excellent opportunity for anyone interest in special education &/or working with children with disabilities. Your help is really needed in the classroom. You must commit to at least one hour a week for 12 weeks. The best time to reach Ms. Berry or Mr. Angelos is after 9:30am. Give them a call!

TRANSITION, INC, Main office: 390 NW 2nd St., Miami, FL 33128 (Park Towers Apt. ground level)

South Office: 17408 SW 97 Avenue, Miami, FL 33157, (305) 374-1987, ext. 30

CONTACT: Ellen Van Buren, Coordinator of Volunteer Services, (305) 374-1987, ext. 30 (Fax: 305-539-9141)

DESCRIPTION: This program aims to reduce crime and re-arrest rates in our community by assisting ex-offenders with job training and job opportunities. It operates at all correctional facilities throughout Miami -Dade County.

OPPORTUNITIES: Visit/Inform inmates in local jails and prisons regarding the employment opportunities available to inmates through transition. Lead small group discussions, teach Employability Skills Training to ex-offenders in a classroom setting as they prepare to re-enter society. Tutor G.E.D. or pre-release class at a state prison.

ORIENTATION: Two hours for new volunteers as well as on-the-job training and supervision. Group orientations are held once a month, 5:30pm - 7:30pm. Call for the next orientation session.

HOURS NEEDED: To be determined with volunteer.

COMMENTS: This is a wonderful learning opportunity, however, due to the **amount of training and the need for consistent & dedicated help, a minimum of 4-6 month commitment is required from all volunteers.** Participants need to provide their own transportation with this type of volunteer service. Minimum age 18. Call Jennifer Kuvin and find out how you can help!

TROY COMMUNITY ACADEMY, Mailing Address: 3300 NW 27 Avenue, Rm. 206, Miami, FL 33142

Location: 3300 NW 27th Avenue, Corner of 32nd Street and 29th Avenue, Miami, FL on the back corner of the Juvenile Justice Center

CONTACT: Gloria Castro, (305) 638-7008 (Fax: 305-638-0208)

DESCRIPTION: TROY Community Agency is a Miami -Dade County Public School Alternative Outreach, Drop Out Prevention program that serves youth between the ages of 13 - 18 who are involved in the Juvenile Justice System and are failing in school, evidenced by excessive absences, suspensions, expulsions, and/or below grade level performance. Youth participate in a remedial

education/work experience program including the student run restaurant called TEEN CUISINE located at the Juvenile Justice Center, a catering business and our on-site horticulture program.

OPPORTUNITIES : 1) individual tutoring; 2) small group tutoring; 3) teacher's aide; 4) recreational activities including field trips basketball and volleyball; 5) mentoring; or 6) projects you design depending upon your area of interest and expertise. We also offer a GED preparatory program for adults 16 and older. Monday - Friday 3:30pm - 6:30pm.

HOURS NEEDED: Our hours of operation are 9:00am - 6:30pm. Volunteers are needed during these hours Monday through Friday. No minimal commitment of hours is required.

COMMENTS: We will design your volunteer experience to suit your interests and needs whenever possible. Volunteers from the community have led various special projects including photography and drama. All tutors are supervised by TROY staff at all times. Any individual wishing to volunteer more than 40 hours per week will be given a background check pursuant to Department of Juvenile Justice regulations.

UM HOSPITAL AND CLINICS/SYLVESTER COMPREHENSIVE CANCER CENTER,

1475 NW 12th Avenue, #1401, Miami, FL 33101

CONTACT: Sue Radcliffe, (305) 243-3663 (Fax: 305-243-1055)

DESCRIPTION: A research/treatment facility. Most opportunities are in non-patient care.

OPPORTUNITIES: Design your own project, or select from thirty different departments such as public relations, medical records, and patient library.

HOURS NEEDED: Monday - Friday, 8:30am to 5:00pm. A 20-hour commitment is required.

COMMENTS: Call Sue Radcliffe to schedule an individual appointment. This agency is very volunteer friendly. We provide a free meal per day for 3 hours of service. Free valet parking is available on the corner of NW 12th Ave. and NW 14th St.

UNITED HOME CARE SERVICES (UHCS), (County-wide opportunities)

Main Office: 5255 NW 87 Avenue, Suite 400, Miami, FL 33178

CONTACT: Dolores Pollack, Director of Volunteer Services, (305) 477-0440 (Fax: 305-716-0789);

E-mail: dpollack@unitedhomecare.com

DESCRIPTION: Provides homemaker, home health aide, chore, respite, and companionship services to the homebound elderly, and disabled in order to avoid institutionalization (i.e. so they can continue to live at home).

OPPORTUNITIES : Home visits, phone reassurance, emergency shopping, writing letters, reading books to the blind, errands, companionship, fund raising, enrollment & admissions, administrative/office help, computer work, nutritional counseling and special projects.

HOURS NEEDED: Flexible, 7 days a week, evenings. You must commit to at least 2 hours a week for at least 10 weeks.

COMMENTS: Call the volunteer coordinator and arrange an interview. She can place you all over Miami-Dade County, based on your needs. You must complete a 1-hour orientation provided by the coordinator. A great opportunity to learn about the elderly and disabled--and make their (& your!) life brighter. The only requirement is a willingness to learn and sensitivity to the needs of the elderly and disabled adults. A background check and criminal history is done by UHCS before you can begin.

VITAS INNOVATIVE HOSPICE CARE, (Offices throughout Miami-Dade County)

CONTACT: Cathy Agosti, Volunteer Manager, (305) 576-9333, (305) 275-9944, or 1-954-704-2752 (Fax: 954-704-2098)

DESCRIPTION: Vitas offers terminally ill patients and their families a support system to deal with their illness in a dignified and caring way.

OPPORTUNITIES: Caring individuals needed in various hospitals, nursing homes, and patients' homes to help people who are terminally ill for friendly visiting, respite care, home assistance, etc. Opportunities all over Miami-Dade County. After attending 8-hour training session, you will be placed as close to your home as possible.

HOURS NEEDED: Flexible schedule, program operates 24 hours a day. Patients can be visited Mon.-Sun. from 8:00am - 9:00pm.

COMMENTS: This is a wonderful opportunity that guarantees great experience and meaningful work that will enrich your life. Trainings are held one Saturday a month (**call immediately to find out about upcoming trainings!**). After training, you will be placed according to your schedule and location. Cathy loves M-DCC students and will take great care of you. **A commitment of at least 2 hours per week for at least one semester is required!**

VIVIR EN AMERICA, CHANNEL 31, 555 NE 15th Street, 7th floor, Suite 7777 Venetia Media Center, Miami, FL 33132

CONTACT: Norelkys Urdaneta, (305) 303-9484 (Fax: 305-374-3586); E-mail: norelkys@vivrenamerica.com/vivrenamerica@aol.com

DESCRIPTION: Vivir en America is a one of a kind, high-energy, innovative Spanish television program that fills the gap between immigrant's traveling/relocating permanently to America and government/corporate America. Vivir en America's objective is to communicate these products, services and resources available to individuals so they can have a better understanding and knowledge to become self-sufficient and successful. Vivir en America also strives to be a cultural community resource; enhancing ethnic awareness through the television program as well as its website. (www.vivrenamerica.com)

OPPORTUNITIES: Volunteers will be trained in all facets of production and post-production of a Spanish TV program: research topics of discussion, script writing, set design, guest preparation, lighting, sound, field production, studio recording production and coordination, Post-production. Bilingual in English and Spanish required. VESOL students should select another opportunity, as this is a bi-lingual program only, and you will not have ample opportunity to practice your English.

HOURS NEEDED: Flexible scheduling, call for an appointment and orientation or E-mail: norelkys@vivrenamerica.com

COMMENTS: Upon completing the training program and with instructor's recommendation, individuals will have an opportunity to host a two-minute segment for a designated TV program.

WDNA-FM (88.9) COMMUNITY PUBLIC RADIO, 4848 SW 74 Court, Miami, FL 33155

CONTACT: Margarita Pelleya (305) 662-8889 (Fax: 305-662-1975)

DESCRIPTION: WDNA-FM (88.9) is public radio station, which broadcasts cultural, educational and informational programs in five languages.

OPPORTUNITIES: Service-learners can assist in the entering of membership and music library data, planning special events projects, computer programming, and the production/writing of press releases and public service announcements.

HOURS NEEDED: Monday-Friday, 9:00am-6:00pm

COMMENTS: There are limited openings for student volunteers. Phone Maggie Pelleya to set up an orientation as soon as possible.

WILLIAM H. TURNER TECHNICAL ARTS ADULT AND COMMUNITY EDUCATION CENTER,

10151 NW 19th Avenue, Miami, FL 33147

CONTACT: Sharon Pietranton, Counselor, (305) 691-8324 Ext. 2225 (Fax: 305-693-9463)

E-mail: mssharonpie@yahoo.com

DESCRIPTION: Provides adults with the opportunity to complete their high school diploma or GED, acquire basic skills needed for literate functioning, entry level skills in computers and vocational/building trade industry, as well as cosmetology.

OPPORTUNITIES: Tutoring (one-on-one &/or small groups--especially for the high school competency test; math, language, and reading skills for ABE.

HOURS NEEDED: Monday - Thursday, between 6:30pm - 9:30pm.

COMMENTS: For more information, contact Ms. Pietranton between 2pm - 4pm or 6pm - 8pm.

YMCA, NORTH DADE BRANCH,

16649 NE 19 Avenue North Miami Beach, FL 33162, and 18400 NW 2nd Avenue, Suite 2, Miami, FL 33169

CONTACT: Custell Smith (305) 356-4500; Teen Program-Shaneika Harvey (305-944-1944); Sports & Aquatics - Ladaniel Thompson (Fax: 305-944-1838 or 305-356-4504)

DESCRIPTION: We service 17 after-school programs and 3 teen programs throughout our community.

OPPORTUNITIES: 1) After-school care: assist counselor and site director with all program activities (tutoring, recreation, special projects, etc.) at one of the 20 sites. 2) Coaching/refereeing: one afternoon/ early evening a week, with games on Friday or Saturday. 3) Teen program assist with middle school/high school tutoring mentoring. 4) Part-time receptionist, Monday -Friday, 1:00pm - 5:00pm

HOURS NEEDED: After-School Care: Monday through Friday 2:00pm - 6:00pm. Teen Program: Monday through Friday 3:00pm-7:00pm

Sports: weekday evening and Saturday morning.

YWCA, MAIN OFFICE, 351 NW 5th Street, Miami, FL 33128

CONTACT: Natasha Colebrook (305) 377-9922

DESCRIPTION: The YWCA is dedicated to the empowerment of women and the elimination of racism.

OPPORTUNITIES: Childcare, after-school programs, women's health initiatives, teen outreach, women's vocational training, special events, Saturday Matinee, finance.

HOURS NEEDED: Childcare: Monday - Friday, 7:30am - 12:00pm, 3:00pm - 6:00pm;

After-school programs, Monday - Friday 2:00pm - 6:00pm; other opportunities, Monday - Friday 9:00am - 5:00pm.

COMMENTS: Most of the service-learning opportunities exist in childcare services. The YWCA has 4 centers in the downtown area (one is Court Care, located at Courthouse Center, and is a drop-in program for children from Domestic Violence families). Other programs are at the YWCA main building-- only a few blocks from M-DCC Wolfson campus, including Health and Fitness, Department of Youth, Membership/Development, etc.

ADDITIONAL PLACEMENTS ARE AVAILABLE IN CENTRAL DADE, SW DADE, AND HOMESTEAD.

FOR PLACEMENTS IN BROWARD CALL 954-522-6761, OR E-MAIL VOLBROW@SAFARI.NET.

PLEASE INQUIRE AT THE CENTER FOR COMMUNITY INVOLVEMENT FOR MORE INFORMATION.

ROOM 1159 / 305-237-1820

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