

# ***M-DCC NORTH CAMPUS SERVICE-LEARNING PLACEMENTS, Spring 2002***

## **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!**

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

(After-school care at 113 elementary schools County-wide. Call for the school nearest you.)

**CONTACT:** Aylen Guevara 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 HOUSE,** 6121 SW 68th Street, Miami, FL 33143 (4 blocks north of South Miami Hospital just off US1)

2nd Location: Murray Park, 6700 SW 58<sup>th</sup> Place, South Miami, FL 33143

3rd Location: Palmer Park, 6100 SW 67<sup>th</sup> Avenue, Miami, FL 33143

**CONTACT:** Daisy Harrell (305) 667-0555 or (305) 668-7352 (Fax: 305-667-5352)

**DESCRIPTION:** Provides one-on-one tutoring for elementary & middle school children to build self-confidence in their academic ability.

**OPPORTUNITIES:** Spend one to three hours a week (or more!) working with one child. Serve as a role model and friend, assist with homework, playing games, reading, etc. (These kids love M-DCC students!)

**HOURS NEEDED:** Monday - Thursday, 2:30pm -7:30pm, Friday, 2:30pm -5:30pm. Program runs in hour shifts.

**ORIENTATION:** Contact Steven Kirby or Mame Kane for the current training schedule.

**COMMENTS:** Minimum commitment is one hour a week. Volunteers are assigned one child per shift from the lengthy waiting list. Your assigned child depends on you to show up each week at your scheduled time! Therefore, you must make a commitment and stick to it! Many more children want to participate in the program but can't due to the lack of volunteer tutors. Call the After-School House to sign up, and bring a friend too!

## **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 2<sup>nd</sup> grade children residing at Miami and Homestead on the 1<sup>st</sup> and 3<sup>rd</sup> 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:** Tonya Moorer, (305) 557-3770 Ext. 2340 (Fax: 305-827-7935); E-mail: [tmoor@american.dade.k12.fl.us](mailto:tmoor@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 Ms. Moorer.

**AMERICAN CANCER SOCIETY'S WINN-DIXIE HOPE LODGE CENTER**,

1121 NW 14th Street, Miami, FL

**CONTACT:** Eva Velasquez, (305) 547-2210 ext. 411 (Fax: 305-547-4187)

**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" 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:** 8:00 am to 9:30 pm, everyday.

**COMMENTS:** Must be fluent in English and be willing to make time commitment.

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

2600 SW 3<sup>rd</sup> Avenue Suite 900, Miami, FL 33126

**CONTACT:** Marsha Johnson (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, principles, etc.). Will help school volunteers with implementation of materials, and describe 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 Marsha Johnson 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](mailto: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, 9:00 am – 12 noon or 1:00 pm – 4:00 pm shifts; Saturday & Sunday, 9:00 am –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 / HOMESTEAD BRANCH**,

112 NW 12<sup>th</sup> Street, Homestead, FL 33030

**CONTACT:** Elda Sanchez (305) 248-2024 (Fax: 305-248-5141); E-mail: [SanchezE@usa.redcross.org](mailto:SanchezE@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 CPR/First Aid, HIV/AIDS education, and water safety to the public.

**OPPORTUNITIES:** The Red Cross has the following opportunities: disaster relief, health and safety programs, public relations, marketing, INFUSION (a 20-something volunteer group), social services and more.

**HOURS NEEDED:** Monday - Friday 9:00am - 5:00pm

**COMMENTS:** Flexible scheduling. Call for an appointment and orientation session. Opportunity to travel to disasters across the County!

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

**CONTACT:** Sean Kramer at (305) 644-1200 ext.129 (Fax: 305-644-1038); E-mail: [kramers@usaredcross.org](mailto:kramers@usaredcross.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 located at 3568 W 72<sup>nd</sup> St., Hialeah, FL

**CONTACT:** Michelle M. Ruenes (Vice President), cellular: (305) 915-6744, (305) 827-4285 (Fax: 305-821-7581);

E-mail: kitty2509@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, 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!

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

**CONTACT:** Aymet Chaples, Vice-President of ASPIRA of Florida, Inc. 3650 N. Miami Avenue, Miami, FL 33127, (305) 576-1512, (Fax: 305-576-0810). ASPIRA North, 13300 Memorial Highway, North Miami (305) 893-8050. Contact: Ruth Bland Ass. Director of Outreach or Iliana Pena, ASPIRA Leadership Charter School Principal. ASPIRA South, 14112 SW 288 Street, Leisure City, FL 33033 (305) 246-1111. Contact: Julie Pascual, Outreach Associate Director Ext. 221, Mr. Richard Lightcap, ASPIRA South Leadership Charter School, Ext. 222 or Angel Rodriguez, ASPIRA South Alternative Middle School Lead counselor, Ext. 223. ASPIRA Wynwood and the Beaches, 3650 N. Miami Avenue, Miami, FL 33127. (305) 576-1512. Contact: Fernando Colon, Outreach Associate Director, Ext. 25 or Dr. Aida Diaz, ASPIRA Alternative Middle School, Director Ext. 36.

**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; Alternative Education: alternative middle schools for Latino and other at-risk youth in Wynwood and South Dade. 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.

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

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

**CONTACT:** Ruth Grim (305) 673-7530 ext 1006, Rachel Garick (305) 673-7530 ext 1007 or NIW Art Lab and New Media volunteers: Denise Delgado, (305) 673-7530, ext 1003.

**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 will reopen 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 27<sup>th</sup> Avenue, Suite 800, Miami, FL 33135

Various volunteer opportunities available. See below for details.

**CONTACT:** Mercy Horta-Gonzalez, Enrollment team leader, (305) 644-0066 Ext 234, Marcia Hanna, Enrollment assistant at Ext. 233, or Albert Gomez Demolina, Enrollment assistant at Ext. 288; (Fax 305-649-6358); E-mail: [mgonzalez@bbbsmia.org](mailto:mgonzalez@bbbsmia.org); website: [www.mentor.org](http://www.mentor.org)

#### **Community-Based/Weekend Program**

**DESCRIPTION:** Volunteer Big Brothers and Big Sisters meet with their little at least twice a month for at least a one-year service. Matches participate in a variety of recreational, educational and cultural activities and agency special events.

**COMMENTS:** Mandatory orientation/training, see website for upcoming orientation dates. **Be certain to identify yourself as a service-learning student.** Application process can take up to three weeks.

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

**DESCRIPTION:** Volunteers mentor a child one-to-one for one hour a week at a local elementary school or after-school program. Volunteers are asked for 1 school year of service

**COMMENTS:** Mandatory orientation/training, see website for upcoming orientation dates. **Be certain to identify yourself as a service-learning student.** Application process can take up to three weeks.

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

**CONTACT:** Roslyn Ressler, Counselor, (305) 868-7727 ext. 136 or Maria L. Fernandez, Assistant Principal, ext.121 (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 Writes 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 Mrs. Ressler or Mrs. Fernandez to arrange your interview and orientation.

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

**CONTACT:** Derek T. Davis, (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.

**BOOKER T. WASHINGTON HIGH SCHOOL**, 1200 NW 6th Avenue, Miami, FL 33136

**CONTACT:** Ms. Anne Fernandez, (305) 324-8900 (Fax: 305-324-4676)

**DESCRIPTION:** This school in Overtown has over 1,600 students (52% Hispanic, 48% Black).

**OPPORTUNITIES:** Reading Lab assistants needed for 9<sup>th</sup> & 10<sup>th</sup> graders to work one-on-one and in small groups under a teacher's direction.

**HOURS NEEDED:** Anytime, Monday – Friday, 7:30am to 2:40pm

**COMMENTS:** Ms. Fernandez prefers a **minimum commitment of at least 20 hours**. You are guaranteed a meaningful and challenging experience.

**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 Ernesto Caballo, 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.

**CATHOLIC CHARITIES OF THE ARCHDIOCESE OF MIAMI – NEW LIFE FAMILY CENTER**,

3620 NW 1<sup>st</sup> Avenue, Miami, FL 33127

**CONTACT:** Shaunda Howard (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, 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:** Maritza Bosch (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 1<sup>st</sup>. 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](mailto: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, 8:30 am to 2:00 pm. 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 (305) 891-2066, (Fax: 305- 891-5053).

Visit our website: [www.positiveconnections.org](http://www.positiveconnections.org), or E-mail us at [pozconnect@aol.com](mailto: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, donation support, client services, grant writing/research assistance, public relations, marketing, special events, resource library coordinator, development assistants, graphic design, holistic therapist, child care, personal training, Internet research and telemarketing.

**HOURS NEEDED:** Monday through Friday, noon – 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 3 paid staff member (1 Full- time, and 2 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](mailto:liz@yiddishculture.org)

**DESCRIPTION:** Non-profit, Secular Jewish cultural organization dedicated to the promotion of the Yiddish language and culture.

**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. 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.

**HOURS NEEDED:** Minimum commitment is four hours per week, Monday-Thursday, 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. 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](mailto:liz@yiddishculture.org).

**CENTRO MATER WEST CHILD CARE CENTER--HIALEAH,** 8298 NW 103rd Street, Hialeah Gardens, FL 33061

**CONTACT:** Sylvia Santiago/Caroline Leyva, (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!

### **CHURCH WORLD SERVICE IMMIGRATION AND REFUGEE RESETTLEMENT PROGRAM,**

5040 NW 7<sup>th</sup> Street, #920, Miami, FL 33126

**CONTACT:** Vivian E. Ledbetter, (305) 774-6770 (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, filing 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.

**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.

**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.

### **COFFO IMMIGRATION PROJECT,** 21 Krome Avenue, Homestead, FL 33030

**CONTACT:** Harold Jean-Baptiste or Junior Joseph, (305) 247-4779 (Fax: 305-242-0701)

**DESCRIPTION:** This project serves the immigration needs of the South Dade community by providing a wide range of services, including immigration counseling and assistance, coordination of pro bono legal assistance in deportation proceedings, and ESOL and citizenship classes.

**OPPORTUNITIES:** Examples include assisting clients with immigration forms, helping attorneys process clients, and assisting with ESOL or citizenship classes. Opportunities depend on students' interests and abilities. The service-learner will not only learn how to work as part of a team, but he or she will also gain valuable experience in such areas as immigration, office management, education, and law.

**HOURS NEEDED:** Immigration: Monday–Friday, 9:00am–5:00pm. Classes are Monday-Thursday 5:30pm - 8:30pm.

### **COMMUNITIES IN SCHOOLS OF MIAMI, INC.,** 17777 Old Cutler Road, Miami, FL 33157

**CONTACT:** Elizabeth Mejia, (305) 378-7382 (Fax: 305-378-7393)

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

**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 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.

**HOURS NEEDED:** 7:30am– 3:30pm, 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. 3016 (Fax: 305-835-8818)

**DESCRIPTION:** COPE Center North is a Miami-Dade County Public Schools alternative program for pregnant and parenting adolescents.  
**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 Required**

**CORPORATE ACADEMY NORTH - COMMUNITIES IN SCHOOLS**, 3001 NW 2nd Avenue, Miami 33127

**CONTACT:** Tatoama Vexlund, (305) 573-3899, ext. 25 or (305) 378-3800, ext 4848 (Fax: 305-573-5477)

E-mail: [tativex@yahoo.com](mailto:tativex@yahoo.com) (Best contact is via e-mail!)

**DESCRIPTION:** Communities in Schools works with 15 schools to provide academic enhancement and drop out prevention services to at-risk youth. One of their sites is Corporate Academy North, an alternative high school for youth who have struggled in a regular school setting.

**OPPORTUNITIES:** M-DCC students are needed to provide tutoring and one-on-one attention to high school students in a variety of subjects (reading, math, English, writing, etc.). This is also available at Miami Dade Edison Senior High.

**HOURS NEEDED:** 7:30am - 2:30pm, school days

**COMMENTS:** We really need your help. Call and get started today!

**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](mailto: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:** Ann Mezadieu, Coordinator of Volunteer Services, (305) 633-9861 ext. 201 (Fax: 305-633-0036)

E-mail: [Amezadieu@dailybread.org](mailto:Amezadieu@dailybread.org)

**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 Ann and arrange an orientation. This food bank distributed over 15 million pounds of food last year!

**DEPARTMENT OF JUVENILE JUSTICE (DJJ)**, 18425 N.W. 2<sup>nd</sup> Avenue, North Miami, FL 33169

**CONTACT:** Olivia Bamishigbin, Volunteer/Intern Coordinator at (305) 493-6066 or (305) 654-1972 (Fax: 305-654-1964) or

Rebecca Nielson (305) 654-1972 (Fax: 305-654-1956), or Jeanette Colson (305) 654-1956 (Fax: 305-654-1961)

Other Offices: 3510 Biscayne Blvd., 1444 Biscayne Blvd., 1897 NW 20<sup>th</sup> St., 3300 NW 27<sup>th</sup> Ave., 1600 NW 3<sup>rd</sup> Ave.,

4500 Biscayne Blvd., (Call Mark Meyers (305) 571-4397 for more details. E-mail: [Mark.Meyers@djj.state.fl.us](mailto:Mark.Meyers@djj.state.fl.us)), 950 N. Krome Avenue,

Homestead, 10700 Caribbean Blvd., 5040 NW 7<sup>th</sup> Ave., 4445 W 16<sup>th</sup> Avenue (Hialeah), 11430 N. Kendall Dr., 6600 SW 57<sup>th</sup> Ave., (Call

Lawrence Carpenter for more details: (305) 284-0921; E-mail: [Lawrence.Carpenter@djj.state.fl.us](mailto:Lawrence.Carpenter@djj.state.fl.us))

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

**OPPORTUNITIES:** The Juvenile Justice Internship 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 intern to work with juveniles.

**HOURS NEEDED:** Minimum of 10 hours a week, however, the intern 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 2<sup>nd</sup> Avenue, Suite 1200, Miami, FL 33130

**CONTACT:** Kem Mayo at (305) 372-6866 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, 9:00 am – 5:00 pm; clean-ups and planting usually occur on Saturday mornings.

**THE DOMINICAN AMERICAN NATIONAL FOUNDATION,** 2885 NW 36<sup>th</sup> Street, Miami, FL 33142

**CONTACT:** Rhadames Peguero and Luz Urbina, (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 9am - 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

**CONTACT:** Gonzalo Cadima (305) 971-0607 (Fax: 305-971-4632) E-mail: [Gcadima@dfyit.org](mailto:Gcadima@dfyit.org); website: [www.dfyit.com](http://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 & mentoring.

**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,** Office of Government Liaison and Public Relations

73 West Flagler Street, Room 1800, Miami, FL 33130

**CONTACT:** Vivian Gonzalez (305) 349-7188; E-mail: [vgonzalez@jud11.fl.courts](mailto:vgonzalez@jud11.fl.courts) <<mailto:vgonzalez@jud11.fl.courts>> or Nan Markowitz (305) 349-7189

E-mail: [nmarkowitz@jud11.flcourts](mailto:nmarkowitz@jud11.flcourts) <<mailto:nmarkowitz@jud11.flcourts>> (Fax: 305-349-7190)

**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, 9:00am-4:30pm

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

**CONTACT:** Teresita Fernandez and Ani Cantero (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, 8:00 am - 10:00 pm; Friday 8:00 am - 7:15 pm; Saturday and Sunday 8:00 am - 4:30 pm.

**COMMENTS:** You must make a commitment of at least 15 hours. You must arrange a meeting time with Ms. Cantero when you will register as a volunteer (Monday - Friday, 8:00AM - 4:30PM) and have an orientation. Ms. Cantero will find something meaningful for you based on your interests, assignment, and schedule.

**FAIR HAVENS CENTER, LUTHERAN SERVICES FOR THE ELDERLY,**

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

**CONTACT:** Angelina Wagner, Volunteer Coordinator, (305) 887-1565 ext. 541 (Fax: 305 887-0264)

**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 groomsmen!

**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, Miami, FL 33156

**CONTACT:** Arlene Ferris, (305) 667-1651 ext. 3324 (Fax: 305-661-8953) E-mail: [aferris@fairchildgarden.org](mailto:aferris@fairchildgarden.org)

**DESCRIPTION:** FTG is an 83-acre botanical garden with major collections of palms, cycas and other tropical plants. Program areas include education, research, conservation, and horticulture.

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

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

**COMMENTS:** Students who can complete a minimum of 30 hours of service are welcome to apply. Some shorter-term opportunities are available. 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 21<sup>st</sup> Court, Hialeah, FL 33016

**CONTACT:** Migdalia Morales, (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 pm to 6 pm.

**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.

**FLAGLER (HENRY M.) ELEMENTARY SCHOOL**, 5222 NW First Street, Miami, FL 33126

**CONTACT:** Trina Bailey del Valle, (305) 443-2529 (Fax: 305-448-8508)

**DESCRIPTION:** HM Flagler Elementary is a Title I school with grades Pre-K through five. We have numerous academic programs as well as a principal operated after-school care program. Flagler Elementary is centrally located just south of the airport close to the 57<sup>th</sup> Avenue exit off 836.

**OPPORTUNITIES:** Help is needed working with students in one-to-one and small group settings to provide reinforcement of skills and individualized attention. Opportunities include, but are not limited to, computer assistance and tutoring in all academic areas. Volunteers with experience using America Reads methodology are welcomed, but such training is not essential. Training, materials, and support at our school site will be provided to assure the needs of both students and volunteers are met.

**HOURS NEEDED:** School days 8:30am-4:30pm (includes After-School Care Program).

**COMMENTS:** To provide continuity for students, volunteers must be available at least one-hour per week. Time scheduling can be flexible. The interests and skills of volunteers will be considered in placement.

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

3000 N.E. 151 Street, Academic Room 285A, 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](mailto: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- Friday, 2:00 pm-4:30 pm. 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 Lake Stevens Middle 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 2<sup>nd</sup> Avenue Miami, FL 33137 website: [www.ffln.org](http://www.ffln.org)

**CONTACTS:** Margene Ragsdale, Volunteer Coordinator (305) 576-3663 X.102 (Fax: 305-576-1833) E-mail: [fflnvol@aol.com](mailto:fflnvol@aol.com)

**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 FFLN pack foods and groceries in our Food Bank, stock shelves, help clients at the front desk, data entry, assist the staff nutritionist and dietician with client nutritional records and general office assistance.

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

**COMMENTS:** Volunteers need to schedule and attend an orientation with the Volunteer Coordinator, Margene Ragsdale. Orientations are scheduled by an appointment. We need your help and compassion. Please call at the above number. FFLN is 10 minutes from the Wolfson Campus. Bus 9 and 10 run in front of the office.

**FREDERICK DOUGLASS ELEMENTARY**, 314 NW 12th St., Miami, FL 33136

**CONTACTS:** Diana Carmona, Full Service Program Coordinator, (305) 350-7593 or Iliana Soltolong, (305) 371-4687

(Fax: 305-350-7595)

**DESCRIPTION:** This is a Full Service School. We offer services like medical, dental, vision and social services. This school is located in Overtown and goes through 5<sup>th</sup> grade. Student population is 58% Hispanic, 40% Black, 1% other, and 1% White.

**OPPORTUNITIES:** One-on-one tutoring--especially in reading! Computer assistance/instruction to both students and staff. Conflict resolution and any other type of educational presentations are needed too.

**HOURS NEEDED:** 8:30 am - 3 p.m., school days

**COMMENTS:** The vast majority of the children at Douglass are from low-income homes and would really benefit from your help. Ms. Carmona will put you to work depending on your interests and schedule! Give them a call and sign-up for one of the orientations.

**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); Email: 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:** Beatriz Hall, Membership/Marketing Specialist (305) 253-4841, ext. 249, Betty Shelton (305) 253-4841 ext. 237 or Pauline Russell, ext. 238 (Fax: 305-253-2132); E-mail: [gscoutfl@bellsouth.net](mailto:gscoutfl@bellsouth.net)

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

**OPPORTUNITIES:** 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.

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

**CONTACT:** Joyce Denny, 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 North Dade.

**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 George Campbell first to reserve a spot. Group/class projects can be arranged. All skill levels welcome and needed. Volunteers must bring tools. Call George Campbell for details. Donations of building materials and money are needed as well. There is a special need for volunteers with construction skills, and for Spanish speaking office volunteers. Working with Habitat is both rewarding and educational.

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

**CONTACT:** Vanessa Fish, Program Coordinator, (305) 758-3338 Ext. 230 (Fax: 305-758-3238)

**DESCRIPTION:** A non-profit community based organization committed to providing social services such as: elderly programs, after-school programs and parenting classes. Mentors, tutors and assistants are needed to work with small group of students under the direction of the instructor. Volunteers will provide help with homework, recreational activities and occasional chaperons may be needed for field trips.

**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 needed during the development of the 79<sup>th</sup> Street Creole market and those interested in construction management, landscaping and development. 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 9:00am - 5:00pm or after school 3:00 - 5:00pm (**Need Volunteers Mainly After School**)

**COMMENTS:** For more information, please contact Program Coordinator: Vanessa Fish, (305) 758-3338 Ext. 230 ASAP.

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

**CONTACT:** Sharon Simmons, Community Resource Director, (305) 953-7243 ext. 1005 (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 – 4:00pm, 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.

**HORSES AND HANDICAPPED**, Circle T Ranch, 18350 SW 264 St., Miami, FL 33031

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

**CONTACT:** Jackie Ege (305) 271-2210, or (305)-274-6423; E-mail: [jackie@ege.com](mailto:jackie@ege.com); Website: [www.EGE.com/kiwanis](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 to confirm and RSVP (note-call between 8:00am & 6:00pm only!)**. Directions: Take the turnpike south to exit 5, turn right (north) on Krome (177<sup>th</sup> Avenue). Take Krome to Von Bauen Dr. (264<sup>th</sup> Street). The farm is on the south side of the road before the railroad tracks. The season is only from the first of September through the first of June.

**HOSPICE CARE OF SOUTH FLORIDA**, 7270 NW 12<sup>th</sup> 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 HUMANE SOCIETY OF GREATER MIAMI (HSGM)**, Main Office: 2101 NW 95<sup>th</sup> Street, Miami, FL 33147

**CONTACT:** June Spinelli, Outreach/Volunteer Coordinator, Humane Education and Volunteer Activities, (305) 696-0800 Ext.131 (Fax: 305-696-4434)

**DESCRIPTION:** The mission of the Humane Society of Greater Miami is to serve and protect the animals of Miami-Dade County by providing human care, shelter, compassion and love. The Society provides education regarding the responsibility and commitment of pet ownership and advocates the elimination of cruelty, neglect, and pet overpopulation. The Society is a nonprofit 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 June Spinelli 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:** Monday – Saturday, 10:00am – 6:00pm. The required time needed from the volunteers will depend upon the project. If one person would like to assist with cleaning the kennels that would need to be scheduled and the volunteer would be needed between 10:00am – 6:00pm. Group projects usually start after 10:00am.

**COMMENTS:** Anyone who loves animals and is interested in helping to make a difference in homeless animals lives should contact June Spinelli. 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.

### **THE INNER CITY YOUTH CENTER, INC.,** 525 NW 62<sup>nd</sup> 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](mailto: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 – 5:00 pm, 4:30pm – 6:30 pm or 5:00pm – 7:00 pm, Monday - Thursday; Computer and Accounting help anytime between 9:00 am and 6:00 pm; Coaches 6:00 – 8:00 pm, 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 or Erolinda Budi, (305) 585-6541 (Fax: 305-585-2658)

**DESCRIPTION:** Jackson Memorial Hospital is the largest nonprofit hospital in the Southeastern United States. The main campus is a 67-acre medical center with 1,567 patient beds, 8,400 full-time employees and is affiliated with the University of Miami. 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. Learning experiences from Homestead to North Dade.

**HOURS NEEDED:** Flexible, 7 days a week. **MUST COMMIT TO AT LEAST 40 hours, for a minimum of 3 months.** Identify yourself as an M-DCC student.

**COMMENTS:** Please call for a volunteer application. Add service/learning student and campus on the right hand side of your application. Keep in mind that the process will take a few weeks **so start early!**

### **JOHN F. KENNEDY HIALEAH PUBLIC LIBRARY,** 190 West 49<sup>th</sup> Street, Hialeah, FL 33012

**CONTACT:** Jim Swaner (305) 821-2700; (Fax: 305-818-9144); E-mail: [jswaner@ci.hialeah.fl.us](mailto:jswaner@ci.hialeah.fl.us)

**DESCRIPTION:** The central library (JFK) and branch (Lua A. Curtiss) maintain 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 scheduled for opening in the spring of 2002 and will have twelve public access computers. The John F. Kennedy (JFK) Public Library has approximately 132,488 items, of which 14,500 are in Spanish to service the needs of our many Spanish-speaking patrons (88 percent of the City's population). The Lua Curtiss Branch Library has approximately 17,000 items, of which 1700 are in Spanish. **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. Although the library does not run a tutoring program, parents will occasionally seek volunteers to help their kids with homework.

**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@jamiامي.org](mailto:mortega@jamiامي.org)

National website: [www.ja.org](http://www.ja.org); Local website: [jamiami.org](http://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 6<sup>th</sup>. 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 46<sup>th</sup> 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 5<sup>th</sup> 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 3:20 pm

**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 2<sup>nd</sup> 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, and data entry as well as computer programming.

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

**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.

**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, Tehka Hill, (305) 732-5086, (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:** Orientation and training will take place the first Monday of each month at varies times. Supervisors will orient according to program goals and objectives. Ms. Hill 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.

**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](mailto:lifeimpactinc@bellsouth.net)

**DESCRIPTION:** Life Impact is a faith-based community service organization dedicated to help improve the quality of life in our community by providing mentoring, counseling, tutoring, supervised community service and life management classes that address the needs of children and their families.

**OPPORTUNITIES:** If you enjoy working with youth, here is a wonderful opportunity for you. We need tutors for youth between the ages of 12-17 years of age. These youth need help in areas such as math, reading, science and many others. If you would like to help a young person reach his or her full potential in school and in life this is a wonderful opportunity.

**HOURS NEEDED:** Tutors are needed Monday - Wednesday, 4:00pm – 7:00pm and Saturdays, 9:00am to 12:00pm. Minimum of 25 hours required.

**COMMENTS:** Please call to schedule an appointment or for more information.

**MADIE IVES ELEMENTARY SCHOOL**, 20770 NE 14th Avenue, N. Miami Beach, FL 33179

**CONTACT:** Guilda Bazard-Joseph, Volunteer Director, (305) 651-3155 (Fax: 305-770-3740)

**DESCRIPTION:** Madie Ives Elementary serves approximately 950 children in grades Pre K-5th.

**OPPORTUNITIES:** One-on-one tutoring with 1<sup>st</sup> thru 5<sup>th</sup> graders. The tutoring model consists of direct instruction in phonics and comprehension, both written and oral. Computer majors can assist students with reading software in the C.E.I. Computer Lab. **Training will be provided.** Education majors can learn from experienced M-DCPS teachers by assisting with classroom management, developing lesson plans, classroom assignments, building better study habits and test preparedness.

**HOURS NEEDED:** Monday-Friday between 8:30am - 3:00pm. Wednesday until 2:00pm

**COMMENTS:** Must be dedicated to help students become readers. Commit to at least one and a half-hours a week for twelve weeks.

Ms. Bazard will place you based upon your interest, service-learning assignment, and schedule. Call and arrange an interview/orientation.

**AMERICA READS PARTICIPANT.**

**MARCH OF DIMES**, 8323 NW 12<sup>th</sup> Street, Suite 208 Miami, FL 33125

**CONTACT:** General information and sign-up available through the receptionist at (305) 477-1192 (Fax: 305-477-1254). Miguel Bravo, 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 8<sup>th</sup> 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](http://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.

**MAYA ANGELOU ELEMENTARY SCHOOL**, 1850 NW 32<sup>nd</sup> Street, Miami, FL 33142

**CONTACT:** Marilyn Fernandez, Reading Leader, (305) 636-3480 ext. 136 (Fax: (305) 636-3486)

**DESCRIPTION:** Maya Angelou Elementary provides an atmosphere conducive to working for both adults and children. Erected five years ago, this young school inspires teaching and learning in exceptional surroundings. It's open hallways and spacious classrooms house approximately 850 students, from Pre-K through grade 5 (70% Hispanic, 30% Black).

**OPPORTUNITIES:** Reading tutors are needed to service second grade students on a one-to-one basis using the America Reads program.

**HOURS:** Monday through Friday between the hours of 8:45am and 1:45pm.

**COMMENTS:** Plan to work with the students at least twice a week (three times a week is preferred). Sessions are ½ hour per student each day. The more frequent the sessions, the more progress the students will make. Therefore, a minimum of **2 hours a week** is required.

**AMERICA READS PARTICIPANT.**

**MENTORING RESOURCE CENTER**, County-wide opportunities, Main office: 701 SW 27<sup>th</sup> Avenue, Suite 800, Miami, FL 33135

**CONTACT:** Mae Ly Salas, (305) 649-9352 Ext. 228; (Fax 305-649-6358); E-mail: [MRC@bbbsmiami.org](mailto:MRC@bbbsmiami.org)

**DESCRIPTION:** The Mentoring Resource Center (MRC) represents a network of 50+ agencies that provide mentoring services to children and youth in the area of Miami-Dade. MRC is the local lead agency for the Governor's Mentoring Initiative. All types of mentoring opportunities are available through the MRC network: One-to-One, Group mentoring, and School-based.

**OPPORTUNITIES:** The Mentoring Resource Center will put you in contact the program that best meets your interests according to location, the children served, the schedule for volunteers, 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 yours.

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

**CONTACT:** Ana Olmeda-Gonzalez or Barbara Martinez at (305) 285-2773 (Fax: 305-285-5077) Email: [aolmeda@mercymiami.org](mailto: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:** George Aleman, Supervisor, (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 CEREBRAL PALSY RESIDENTIAL SERVICES**, 2200 NW 107<sup>th</sup> Ave., Miami, FL 33172 (main office)

Residential facilities: 80<sup>th</sup> Street -- 11750 SW 80<sup>th</sup> Street; Sunset -- 7100 SW 122<sup>nd</sup> Avenue; Braddock -- 14400 SW 32<sup>nd</sup> Street; NW 2nd Street -- 11801 NW 2<sup>nd</sup> Street; and, 144<sup>th</sup> Court -- 7100 SW 144<sup>th</sup> 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-DADE ANIMAL CARE AND CONTROL DIVISION**, 7401 NW 74th St., Miami, FL 33166

**CONTACT:** Rita Rodriguez, 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 – 7:00p.m, 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

**CONTACT:** Jeannette Garcia, Director of Resource Development, (305) 234-1433 (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, evenings, and Saturdays. Students must work at least 3 hours a week for one semester.

**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. 2<sup>nd</sup> 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,

22201 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!

**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.

**COMMENTS:** For volunteer workdays, all individuals should come dressed to work in the woods. Closed-toe shoes are mandatory. Long pants and a long-sleeved shirt are strongly recommended. All groups of 10 or more must call Magaly in advance to sign up. Individuals do not have to pre-register.

### **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, and numerous vocational areas.

**OPPORTUNITIES:** Tutor students in Math, English, Science, and Reading also, the opportunity to work with 21<sup>st</sup> Century Learning Program.

**HOURS NEEDED:** Monday – Thursday: 6:00pm - 9:15pm and Saturday: 8:30am - 3:30pm

**COMMENTS:** Call Mr. Vazquez between 2:00 – 10:00pm to arrange an orientation and get started.

**MIAMI JOB CORPS**, 3050 NW 183<sup>RD</sup> 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 ext. 234 or Kevin McFall, Director of Human Resources, ext. 244 (Fax: 305-285-6967)

**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, 8:00 am - 5:00 pm

**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](mailto: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 - 6:00 pm.

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.

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

**CONTACT:** Valery Glenn-Lorfilis at (305) 374-9990 or (305) 374-9995 or (305) 389-4258; 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 66<sup>th</sup> 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 (305) 694-4889, April Johnson Ext. 223 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 125<sup>th</sup> Street, North Miami, FL 33161

**CONTACTS:** Dr. Joy Bruce, President & Executive Director, (305) 981-3232 (Fax: 305-981-3231) E-mail: [JoyBruce@aol.com](mailto:JoyBruce@aol.com)

or Dr. Rose Marie del Rosario, Program Director, E-mail: [gennetwork@aol.com](mailto:gennetwork@aol.com); web site: [www.nanay.com](http://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 10:00 am to 6:00 pm Mondays to Fridays.

**COMMENTS:** Volunteers are based at NANAY's Asian Pacific American Community Center in North Miami. This is a great opportunity to be of assistance to elders from different racial, ethnic and linguistic backgrounds and to serve as a role model for middle and high school youth. 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. Opportunities at several locations

**CONTACT:** Diane Landsberg, (305) 358-6643 (Fax: 305-371-3630)

**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 has the following departments; marketing, youth services, special events/financial development, and information technology.

**HOURS NEEDED:** Monday-Friday 9:00 am-5:00 pm, some weekend or special projects are available.

**COMMENTS:** They ask that you commit to at least 30 hours over the course of the semester.

**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. 8<sup>th</sup> 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.

**ONE NATION**, 42 NW 27<sup>th</sup> Ave, Suite 400, Miami, FL 33125

**CONTACT:** Norma Castellano, (305) 643-4700 (Fax: 305-643-9823)

**DESCRIPTION:** One Nation is a non-profit organization that assists legal residents of our community fill out their citizenship application photos, as well as status adjustment for non-residents, free of charge. These services are made possible at least once a month at citizenship drives and also through their offices daily. One Nation also offers free basic English/civics classes (for citizenship exam).

**OPPORTUNITIES:** One Nation has a wide variety of opportunities including: community outreach, public relations, office/clerical work, volunteer coordinators, monthly events (Saturdays), logistics for monthly drives and teacher's aide.

**HOURS NEEDED:** Monday - Friday from 9:00am – 5:00pm, and one Saturday per month for special events from 8:30am – 3:00pm.

Call Ms. Castellano for new events/training dates and schedules.

**OPERATION H.O.P.E. COMMUNITY OUTREACH CENTER**, 9730 NW 20<sup>th</sup> 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 12<sup>th</sup> Avenue, Miami, FL 33136

**CONTACT:** Lauren Diamond, Volunteer Coordinator, at (305) 547-6834 (Fax: 305-547-6814) Email: 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 79<sup>th</sup> Street, Miami, FL 33138

**CONTACT:** Rona Carter, (305) 751-1511 (Fax: 305-633-9357)

**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 to 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.

## **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 6th 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 4<sup>th</sup> grade.

**OPPORTUNITIES:** One-on-one tutoring using America Reads strategies for students reading below grade level; 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 – Friday, 8:45am - 2:45pm; Clubs: 3:00pm - 4:00pm on various days.

**COMMENTS:** Volunteer must commit to at least one hour per week for 12 weeks, however there is room for flexibility. Our counselor (Sheila Gould, Ext. 116) will place you with an activity based on your interest, service-learning assignment, and schedule. 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 79<sup>th</sup> 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.

### **PHILLIS WHEATLEY ELEMENTARY SCHOOL**, 1801 NW 1st Pl, Miami, FL 33136

**CONTACTS:** Deidra Anderson, Frank Sweet or Patricia Monroe, (305) 573-2638 (Fax: 305-573-2423)

**DESCRIPTION:** This Pre-K through 6th grade school is located in Overtown and has 547 students. Students range in age from 3-12 years. Most of the students are considered to be at-risk and can benefit from outside intervention.

**OPPORTUNITIES:** Many opportunities are available, including: tutoring reading and math; assisting with music, drama, and art; teacher's aides; conflict resolution training; male mentors/big brothers; dental/personal hygiene education; field trip chaperones; computer assistance, etc.

**HOURS NEEDED:** The best times are: Monday-Friday, 10:30am – noon, and 2:00pm – 3:00pm.

**COMMENTS:** M-DCC service-learning students have had wonderful experiences here. Once you go, you'll be hooked! Please call to confirm and register for the orientation. Maps to Phillis Wheatley are available from the Service-Learning Center.

### **PLANNED PARENTHOOD OF GREATER MIAMI AND THE FLORIDA KEYS, INC. (PPGM/FK)**

Main Office: 1699 S.W. 27<sup>th</sup> Avenue, Miami, FL 33145. Other locations: North Miami and Goulds.

**CONTACT:** Hillary Iobst, (305) 285-5532 ext. 224 (Fax: 305-285-5571)

**DESCRIPTION:** Planned Parenthood of Greater Miami and the Florida Keys, Inc. (PPGM/FK) is a non-profit family planning agency that provides responsible sexuality education and low-cost, confidential reproductive health care services to women, men and teens in Miami-Dade and Monroe Counties. We believe in the fundamental right of each individual throughout the world to manage his or her own fertility. We believe that reproductive self-determination must be voluntary and must preserve an individual's right to privacy.

**OPPORTUNITIES:** Students may gain experience in fundraising, education, development, public relations, marketing, clinic and special events and projects. We work with students to find projects that they will find interesting and which will also help them learn and grow as individuals.

**HOURS NEEDED:** Monday - Friday 9:00am - 5:00pm with some evening/weekend opportunities for special events and projects.

**COMMENTS:** At PPGM/FK we focus on making an impact on our community. We want women, men and teens to know that we offer responsible sexuality education and confidential, affordable health services. We depend on our volunteers for their support and enthusiasm and we can find a position to suit you. Please contact us with an open mind and a sense of humor!

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

4560 NW 4<sup>th</sup> 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 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 4<sup>th</sup> 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:** Linda Skop, Volunteer/Intern Coordinators, (305) 655-3680 (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 volunteer can serve as many hours as desired, however, we are asking for a minimum of 24 hours.

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

**COMMENTS:** Those who wish to volunteer 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 volunteers 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 Linda Skop!

**PROJECT CITIZEN MENTOR PROGRAM**, Selected middle schools: possibly including Arvida Middle School (Kendall), Herbert Ammons Middle (West Kendall), Paul Bell Middle School, Charles R Drew Middle (Liberty City), Miami Lakes Middle, Jose Marti Middle (Hialeah), Ruben Dario Middle (West Dade), Madison Middle (Northwest), Everglades K-8 Middle (Westchester), Doral Middle, G.W. Carver Middle (Coconut Grove), Miami Springs Middle, Ponce de Leon Middle (Coral Gables), Hialeah Middle, North Dade Middle & others. **CONTACT:** Maria Elena Keenan, M-DCPS (305-995-2498); M-DCC: Ossie Hanauer (Kendall/Homestead) (305-237-0631), Abby Powell (North) (305 237-8358), or Luciano Ramos (Wolfson, Medical, InterAmerican) (305 237-7470)

**DESCRIPTION:** Project Citizen is a middle school civic education program whereby students work together to identify and study a public policy issue and develop an action plan for implementing their policy. The goal is to help young people learn about the importance of civic participation and gain practical skills that will help them be more effective and engaged citizens. Project Citizen will be implemented at a number of middle schools this year.

**OPPORTUNITIES:** College student mentors are needed to 1) work with middle school students in a school-based setting, or 2) work with students and their teacher in a community-based project. Mentors will learn about Project Citizen and then assist the middle school students in the planning and implementation of their project.

**HOURS NEEDED:** One to two hours a week, during school hours. One-hour training session is provided for all participants.

**COMMENTS:** This is an excellent opportunity for students interested in education, public service, non-profit management, social work, and other related professions. Mentors need to commit to working with their students at least once a week for at least 10 consecutive weeks.

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

**CONTACT:** Laura Pena, (305) 995-7318 (Fax: 305-995-7337) or Dr. Juanita De La Cruz, Project Manager, Homeless Children and Youth Program, (305) 995-7334 (Fax: 305-995-7337); E-mail: [jdelacruz@sbab.dade.k12.fl.us](mailto:jdelacruz@sbab.dade.k12.fl.us)

**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, 3:00 pm – 6:00 pm, 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.

### **READING ENHANCEMENT FOR ADULTS AND CHILDREN (REACH)**

Family Literacy/tutoring project located at various locations

**CONTACT:** Ann Gorton at The Education Fund, (305) 892-5099 Ext. 22 (Fax: 305-892-5096); Email: [americorps@educationfund.org](mailto:americorps@educationfund.org)

**DESCRIPTION:** As part of our effort to improve reading skills of children and to increase parental involvement in education, The Education Fund in conjunction with selected local elementary schools, will be offering family literacy programs during the day to parents and their children. Parents will work on basic education skills and GED Tutors will work with their elementary-aged children to improve their reading skills. Parents and children will also work together in learning how to actively incorporate family learning skills and habits into their daily lives.

**OPPORTUNITIES:** Assist elementary aged children in improving their reading skills. Work with adults to improve their basic education skills and/or GED preparation. Familiarity with computers and the World Wide Web preferred. Looking for dependable, committed people interested in helping others learn. Training is provided by the Education Fund Program staff.

**HOURS NEEDED:** Various times mainly afternoons, September-June.

**COMMENTS:** This is a fun and rewarding opportunity to assist children in developing the academic skills they need to succeed. Help a child learn to read, help and adult reach his/her goals through education, and help families grow together through learning.

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

**CONTACT:** Paula Owen, Children's Program Supervisor, (305) 758-2804 Ext. 268; Toshiba Williams, Ext. 247; Mary Rayder, Ext. 246; Jackson Nicolas, Ext. 248 (Fax: 305-756-1347)

**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.

**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; etc.

**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 – REPLICA 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](mailto:i.will@att.net)

**DESCRIPTION:** An artistically driven organization, South Florida Boys Choir – Replica Program, based on the world renowned Harlem Boys Choir, provides inner city 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 4-7. Specifically, they need assistance with language arts, math and reading.

**HOURS NEEDED:** Monday-Thursday, 3:30pm - 6:00pm.

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

**SOUTH FLORIDA PALM SOCIETY METROZOO PROJECT**, 12400 Southwest 152<sup>nd</sup> Street, Miami, FL 33177

**CONTACT:** Leonard Goldstein, (305) 539-7241 (Fax: 305-530-0055)

**DESCRIPTION:** The South Florida Palm Society is a plant organization which encourages interest in, and use of, palms in the landscape of the region. One method is through involvement in community service projects. Its largest and oldest project is at Miami Metrozoo, where the society has been growing and planting trees since 1981.

**OPPORTUNITIES:** Serve as assistant in the Palm Society nursery, as well as with plantings around the zoo grounds.

**HOURS NEEDED:** A Palm Society representative is at Metrozoo every weekend, normally on Sunday, starting at 9:00am.

**COMMENTS:** Helping with this project provides an excellent opportunity-in an interesting, unique atmosphere-to learn how to grow palms and use them effectively in the landscape, as well as to make a visible, lasting contribution to a valuable community institution.

**SOUTH HIALEAH ELEMENTARY COMMUNITY COMER SCHOOL**

265 E. 5<sup>th</sup> Street, Hialeah, FL 33010

**CONTACT:** Jeremiah Horgan, (305) 885-4556 ext. 114 or Anita Martin 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 6pm, enrichment and tutoring classes from 3:15pm - 4:15pm, and adult education classes from 6pm to 10pm. The school is open on Saturday mornings from 9am until noon.

**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, Saturday, 9:00am – noon.

**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)

**DESCRIPTION:** Provides year-round athletic competition in a variety of Olympic-style sports for children and adults with mental retardation and developmental disabilities.

**OPPORTUNITIES:** Assistance is needed in a variety of areas, including: planning and implementing events and competitions, sponsoring fundraising events. Major events include: Indoor Games, Basketball, Summer Games, Equestrian, Aquatics/Softball .

**HOURS NEEDED:** Varies.

**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](mailto:aprodriguez@sclad.org) or visit our website at [www.sclad.org](http://www.sclad.org).

**DESCRIPTION:** Assist individuals who have physical/mental 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 Pre-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, 9:00am - 2:30pm.

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

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

**CONTACT:** John Angelos and Ms. Berry, (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!

**TOWN PARK VILLAGE**, 520 N.W. 17<sup>th</sup> Street, Apt. 6A, Miami, FL 33136

**CONTACT:** Kylie Ferguson, Program Manager, (305) 576-1676 (Fax: 305-573-7288)

**DESCRIPTION:** Town Park Village is an initiative of the US Department of Housing and Development (HUD) that uses computer technology to empower residents of HUD-insured and assisted housing in becoming more self-sufficient, employable, and economically self-reliant. A Town Park Village is a facility that makes computer hardware and software available to residents of a defined community, with a focus on residents of HUD-insured and assisted housing.

**OPPORTUNITIES:** Tutors can educate underprivileged children with their school-work (all subjects).

**HOURS NEEDED:** Monday-Thursday 1:00pm - 6:00pm.

**COMMENTS:** Call Kylie Ferguson at (305) 576-1676 for more information.

**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) 259-8244

**CONTACT:** Jennifer Kuvin, 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. 204, Miami, FL 33142

Location: 3300 NW 27<sup>th</sup> Avenue, Corner of 32<sup>nd</sup> Street and 29<sup>th</sup> 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 - 6:30 pm.

**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, 8:30 am to 5:00 pm. 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: 305-716-0288);

Email: [dpollack@unitedhomecare.com](mailto: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. This agency serves 7,000 in Miami-Dade County and has a waiting list of 2,500. 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.

### **URBAN ART FORUM,** Opportunities throughout Miami-Dade Parks. Administrative Office 745 N.E 164<sup>th</sup> St. Miami, FL 33162

**CONTACT:** Josefina Montilla, (305) 945-3014 for general information and orientation sign-up.

**DESCRIPTION:** Exalts the artistic cultural awareness and appreciation level of the general community. Help underprivileged children ages 7 to 12 grow visually, mentally and emotionally through the use of art regardless of creed, race, religion, or disability.

**OPPORTUNITIES:** Individuals are needed for hands on 1) Teaching After School Art Projects 2) Marketing 3) Fundraising Events.

**HOURS NEEDED:** After School Art projects from 2:00pm to 6:00pm Monday through Friday. Technical support, from 9:00am to 5:00pm, Monday through Friday. Weekend opportunities available for Special Events and Outreach Activities scheduled at agency and volunteer's convenience.

**COMMENTS:** This project is designed to bring the Arts to children who are not in the normal stream of life: orphans, the ill, inner-city youths, abused or abandoned. These children will now have the chance, through the Arts, to build their self-esteem, express their emotions and feelings, and enrich their current way of life with their own creativity and imagination.

### **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!**

\*VITAS is now in partnership with AmeriCorps. If student devotes 20 hrs/wk (900 hrs/yr), they are eligible to receive a volunteer award of \$2,300

### **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.

**WEST HIALEAH INSTITUTE**, 103<sup>rd</sup> Street, Hialeah Gardens, Hialeah, FL 33016

**CONTACT:** Miguel Figueras, Academic Advisor, Julie Alvaro-Perez, Director, Barbie Gonzalez, (305) 819-2299 (Fax: 305-819-2829);

E-mail: westhialeah@dcps.dade.k12.fl.us

**DESCRIPTION:** West Hialeah Institute's mission is to motivate at risk students towards continuance of their studies. We help students to set educational goals and provide individualized attention in order to reach them. We provide constant motivation and personal communication between parents and the school staff.

**OPPORTUNITIES:** We offer classes for grades 6<sup>th</sup> through 11<sup>th</sup> with a class size for 15-20 students. Our center offers all three courses required by Miami-Dade County Public Schools and also extracurricular activities as well.

**HOURS NEEDED:** Monday - Friday 9:00 am - 3:40 pm.

**COMMENTS:** We are looking for individuals who are willing to mediate and offer advise and guidance with conflict issues. We love to help and support and feel it will benefit both our students and the Miami-Dade Community College student. This year we welcomed James Boada from the program and he finished with 100 Hours. We are very pleased and know he made a difference in a young person's life. We also miss him very much.

**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. 225 (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:** The best time to reach Ms. Pietranton is between 2pm - 4pm or 6pm - 8pm. Call her to arrange an orientation meeting!

**WILLIAM LEHMAN ELEMENTARY SCHOOL**, 10990 SW 113<sup>th</sup> Place, Miami, FL 33176

**CONTACT:** Jacqueline Arias, Assistant Principal, (305) 273-2140 (Fax: 305-273-2228)

**DESCRIPTION:** A "high tech/soft-touch" school located across from M-DCC Kendall, in Sabal Chase. It serves students from Pre-K through grade 5. Volunteers are welcome in all areas---from regular classes, to gifted, to working with students with varying exceptionalities.

**OPPORTUNITIES:** Early childhood, elementary education, environmental program, technology, conflict resolution, ESOL/bilingual programs, music, art, physical education, alternative education, and varying exceptionalities.

**HOURS:** Monday-Friday, 8:30am-3:00pm. Opportunities to help children with reading and higher-order thinking skills in the after-school care program are Wednesday, 2:00pm - 6:00pm.

**COMMENTS:** Must commit to at least 1 hour a week. Ms. Arias is looking for volunteers who will be responsible and committed to working with her faculty and students. Call her to schedule an orientation. She will place you depending on your interests and schedule.

**WOMAN'S PLACE - (MENTAL HEALTH ASSOCIATION OF MIAMI-DADE, INC.)**,

227 NE 17th Street, Miami, FL 33132

(near Burger King & OMNI Mall on Biscayne Blvd.)

**CONTACT:** Adriana Acosta, Events Coordinator, (305) 379-2673, ext. 142 (Fax: 305-374-0027)

**DESCRIPTION:** A day center for homeless and at-risk women.

**OPPORTUNITIES:** Assist in numerous areas including teaching parenting and health classes, helping with clerical and organizational tasks, mentors, tutors, developing creative projects--murals, arts & crafts classes, working with children of our A Kid's Place Program.

**Students must go through a 2 to 3-hour training session.**

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

**COMMENTS:** Other opportunities include; 1) Hispanic Affairs--Oyentes, charlas, etc. 2) Information and referral, 3) Listeners Program, and 4) Kid's Place. Each program has different requirements and minimum commitments.

**YMCA, ALLAPATTAH**, 2370 NW 17th Avenue; Miami, FL 33142

**CONTACT:** Cristina Von Lindenberg, Executive Director, or Milda Marquez, Childcare Director (daycare, after school, camps, Teens, Sports, aquatics), (305) 635-YMCA (9622) (Fax: 305-634-3529); E-mail: allapattahymca@aol.com, website: [www.ymcamiami.org](http://www.ymcamiami.org)

**DESCRIPTION:** Community center providing childcare for 2-14 year old children, daycare for children 2-5 years old, and an after school program for elementary and middle school 5-14 years old. The YMCA also provides swimming lessons, karate, sports leagues, summer camp and holiday camps.

**OPPORTUNITIES:** Caring individuals needed to work with children in a variety of activities: afterschool counselors, Pre-school teachers, coaches to teach skills of football, tennis, volleyball, swimming, soccer, basketball, and cheerleading. Students with computer skills are also needed to help with data entry and preparation of monthly newsletter.

**HOURS NEEDED:** Flexible hours, Monday – Friday 8:00am – 6:00pm

**COMMENTS:** Please call, fax or email us to schedule appointment.

**YMCA DEVELOPMENTAL LEARNING CENTER**, 1034 NE 8 Street, Homestead, FL 33030

**CONTACT:** Alex Mestres, Director, (305) 247-0393 (Fax: 305-247-9575)

**DESCRIPTION:** The YMCA Developmental Learning Center seeks to provide high-quality, affordable childcare services to parents in need of a developmentally appropriate program. The Center maintains high standards of excellence to which employees and volunteers must adhere in order to preserve the integrity of the program.

**OPPORTUNITIES:** Working one-on-one with small groups of children who are engaged in a variety of pre-school, toddler, and infant activities assisting the staff wherever they are needed.

**HOURS NEEDED:** Monday-Friday, 6:30am-6:00 pm, year round.

**COMMENTS:** Volunteers must commit to one hour per week but are welcome to work longer.

**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-Ricardo Rodriguez (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.

**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, CAIN TOWER CHILD CARE CENTER**, 470 NE 2<sup>nd</sup> Ave. (across from M-DCC Wolfson)

**CONTACT:** Maria Barrantes or Crystal Pitts, (305) 381-6911

**DESCRIPTION:** This branch of the YWCA is dedicated to providing a nurturing and developmentally appropriate environment for children.

**OPPORTUNITIES:** Use an individualized curriculum to work with children (infants - age 5) with special socio-emotional, behavioral, speech and language needs. Activities include arts and crafts, reading, singing, and playing games. Other opportunities are available at the YWCA Main office, just a few blocks away at 351 NW 5<sup>th</sup> Street. Call (305) 377-9922 ext.100 and ask for the Center Director.

**HOURS NEEDED:** Monday - Friday, 7:00 am - 6:00 pm (especially between 9:00 am - 11:30 am and 2:30 pm - 5:30 pm)

**COMMENTS:** Call Maria today for more information and to work out a flexible and convenient schedule. **YOU WILL NEED TO GET A TB TEST AT YOUR OWN EXPENSE (Approximately \$10.00-\$15.00).**

**YWCA, CAROL CENTER**, 112 NW 3<sup>rd</sup> Street, Miami, FL 33128 (next to Government Center)

**CONTACT:** Nina Scanlon, (305) 375-3222

**DESCRIPTION:** The YWCA Carol Center provides a nurturing program for children from all over Miami-Dade County.

**OPPORTUNITIES:** Work with children in an individualized curriculum to develop language, motor skills and problem solving skills.

**HOURS NEEDED:** Monday - Friday, 8:30 am - 12:30 pm or 2:30 pm - 6:00 pm

**COMMENTS:** A local background check and TB test are required. Call to schedule an interview and an individualized orientation. Located just a few blocks from M-DCC next to Government Center. **YOU WILL NEED TO GET A TB TEST AT YOUR OWN EXPENSE (Approximately \$10.00-\$15.00).**

**YWCA, MAIN OFFICE**, 351 NW 5<sup>th</sup> Street, Miami, FL 33128

**CONTACT:** Deborah Harbour (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.

**ADDITIONAL PLACEMENTS ARE AVAILABLE IN CENTRAL DADE, SW DADE, AND HOMESTEAD. FOR PLACEMENTS IN BROWARD CALL 954-522-6761, OR EMAIL [VOLBROW@SAFARI.NET](mailto:VOLBROW@SAFARI.NET). PLEASE INQUIRE AT THE CENTER FOR COMMUNITY INVOLVEMENT FOR MORE INFORMATION. ROOM 1159/237-1820 or 237-8358**