

# VOLUNTEER OPPORTUNITIES

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

**DOCK ASSISTANT:** Help receive and load purchased goods from the dock at new east side location of home improvement store that benefits an agency that constructs homes for needy families. Flexible schedule. Contact Sue.

**DRIVERS/RUNNERS:** Deliver pre-packaged meals to homebound clients on weekdays. East and west side locations available. Contact Sue.

**FRESH PRODUCE DISTRIBUTION:** Help distribute fresh produce to those in need. Assist with checking people in by entering their names in computer, unloading, sorting and distributing produce. Eastside help is needed 3<sup>rd</sup> Tuesday of each month from 3:30-6:30 p.m. Westside (Lakewood) help is needed 3<sup>rd</sup> Saturday of each month from 9:30 a.m. to 2:30 p.m. Contact Jan.

**GARDENING:** Help is needed to weed, water, mulch, plant and conduct other gardening tasks throughout Cleveland. Contact Nadine.

**HOSPITAL:** Help hospitals and community health clinics run smoothly. Volunteers needed to assist in gift shops, greet visitors, staff the information desks, transport patients, provide companionship to patients and provide clerical support to various departments. Contact Nadine.

**HOTLINE :** Answer phone calls from the general public concerning questions about community resources available about mental health issues. Varied 3-4 hour shifts available Monday-Friday, 9:00 a.m. to 5:00 p.m.,. Training provided. West side. Contact Sue.

**IN-HOME TUTOR:** Tutor a child that has come to our country after living in a refugee camp their entire life. With your skill, compassion and big heart you can bring these children up to speed on their basic needs of math and reading. Ages will vary as will their educational level. You will go directly to the child's home (Ohio City and Lakewood) to assist. Training will be provided. After-school and evening hours. Contact Jan.

**MEDICAL OFFICE RECEPTIONIST:** Provide clerical tasks in a medical office, located at east side senior living facility. Answer phones, take messages, file in-coming faxes, send faxes, schedule doctor appointments for Residents, make follow-up phone calls, light data entry, help with occasional mailings. Background check, interview and training are mandatory. Contact Lynette.

**MENTOR:** Be a mentor to a young person. Take your "little brother or sister" out at least twice a month for fun things to do. Connect with them twice a week by phone or internet. Introduce them to new experiences, ideas and opportunities. Must have a valid Ohio driver's license and a reliable car. Background check, interview and training are mandatory. Contact Lynette.

**SUPPORT GROUP ASSISTANT:** Assist with the management of stroke survivor support group on the east Side. Duties to include-block off parking area and assist members from car into the building, help members get seated and serve refreshments. Mondays from 12:30 to 3:00 p.m. Contact Nadine.

**UMPIRE:** Serve as an umpire for men/women's baseball league (veterans that are currently homeless) throughout the summer at the Clark Field in Tremont. If you love baseball and want to make a difference in the life of someone who served this country, then this is the perfect opportunity for you! Contact Jan.

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

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

**AARP Experience Corps literacy tutoring. Call Ross at 216-391-9500 x 119**  
**My Mentor My Friend lunchtime mentoring program. Call Carol at 216-391-9500 x 125.**

## AARP Experience Corps Team Leader positions

To better support the literacy tutors serving in the AARP Experience Corps (EC) program, we are seeking **Team Leaders**. These are stipend (\$5 per hour) volunteers who will serve as the program's primary contact between volunteer tutors, school staff and AARP EC/GCV staff. They will oversee a team of EC members at the school site during all hours of tutoring (approximately 15 hours per week during tutoring year). Leaders will also serve as substitute tutors as needed.

Ongoing professional development and training is provided. Must be able to pass a background check and have a HS diploma or equivalent. The ideal candidates will be able to multi-task, give and receive constructive feedback and adapt to changing environments. To learn more contact **Ross Jones at 216-391-9500 x 119 or [rjones@greaterclevelandvolunteers.org](mailto:rjones@greaterclevelandvolunteers.org)**

## REFER A FRIEND

Did you know that the MOST successful recruitment tool we have is YOU- the volunteer? Help us spread the word about the need for volunteers in Cuyahoga County. We are specifically seeking additional volunteers, aged 50 and older, to serve in key impact areas.

We introduced our **Refer a Friend contest** for 2015 at our annual volunteer recognition on April 29th. For every person you refer to our agency, **you will receive an entry** (\$25 cash prize drawn on a quarterly basis). Congratulations to Sharlon C & Kenneth C who were our winners at the Volunteer Recognition events.

The next drawing will be held in mid-July. **All entries must be received by June 30<sup>th</sup> to be eligible** for this drawing. To submit a friend's name, just complete the form below, with the person's contact information provided. **Our staff will follow up with the referred individual.** You may enter as often as you like throughout the year. Contact our office at 216-391-9500 or email [contact@greaterclevelandvolunteers.org](mailto:contact@greaterclevelandvolunteers.org), with any questions.

**You can mail the form below to: 4415 Euclid Avenue, # 200, Cleveland, OH 44103 or email.**

-----send this portion to GCV office -----

### Refer a Friend

Your First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

By submitting this form, you are stating that you have spoken to the listed individuals about Greater Cleveland Volunteers and they have expressed interest in learning more about volunteering.

### MY REFERRALS:

GCV staff will contact the following individual(s) about volunteering opportunities.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_