



“We ourselves feel that we are just a drop in the ocean, but the ocean would be less because of that missing drop...”

~Mother Teresa

VolunTEENS 2009

A youth program sponsored by the Volunteer Center of Greater Kalamazoo

What is VolunTEENS?

VolunTEENS is a summer volunteer program designed for students, ages 12-18 who want to help in their communities by volunteering.

The VolunTEENS Program can...

- Give you work experience for job applications.
- Help you stand out on college and scholarship applications.
- Fulfill school or other service requirements.
- Help you explore future careers while learning new skills.
- Expose you to new people and experiences.
- Be Fun!

Students who register with the VolunTEENS program by completing an application and submitting Student Volunteer Activity Reports will receive a Certificate of Appreciation in recognition of their volunteer service, at the end of the summer. Additionally, all volunteer hours submitted by students to the Volunteer Center will be tracked in our database for easy retrieval when you need them for college or scholarship applications.

Getting Started

It's easy to volunteer. Just follow the steps below and you'll be on your way!

1. Read the information inside this booklet and then talk with your parents about your interest in volunteering.
2. Decide how many hours you can commit to volunteering and talk about how you'll get to your volunteer job(s). Make sure you have transportation before you sign up for the VolunTEENS Program.
3. Applications are filled on a first come, first served basis so sign up early to have the best chance of getting the job(s) that you want.
4. **Apply online at: www.volunteerkalamazoo.org, OR**

Mail your application to:

Volunteer Center of Greater Kalamazoo

709-A S Westnedge Ave, Kalamazoo MI 49007, OR

Fax it to 269.382.8362

Questions?

Email: volunteens@volunteerkalamazoo.org, or Call: 269.382.8350 weekdays between 8:30am-5pm.

Using this guide...

In this catalog you'll find an alphabetical listing of organizations that have listed teen volunteer opportunities.

If you know the name of the organization where you'd like to volunteer, use the alphabetical listing to find it and review the opportunities available. When you find a volunteer job that interests you, enter the information on your application and send it to the Volunteer Center. We'll register you in the program and send your information to the organization(s) right away. You'll receive a confirmation from us and a call from the organization(s) shortly.

Not sure which organization to look for?

Many volunteers prefer to look for jobs that fall within a subject or interest area. To help you, we've created an index (see page 13) that sorts opportunities into one of the following categories:

- | | | |
|---|----------------------------|----------------------|
| • Animals | • Education | • Maintenance |
| • Arts & Culture | • Food/Shelter/Clothing | • Office Work |
| • Children & Youth | • Gardening & Environment | • Recreation |
| • Court-Ordered Service  | • Health Care & Counseling | • Seniors & Aging |
| • Diversity & Social Awareness | • Human Services | • Technology & Media |


Please note: All opportunities that are appropriate for Court-Ordered Community Service volunteering are marked with this icon: 

Adventure Centre at Pretty Lake

9497 West Q Ave., Mattawan 49071

Web: www.AdventureCentre.org

Data Entry/Computer Volunteer Volunteer needed to assist with various data entry and computer tasks. Hours: Flexible. Min. age: 15.

General Maintenance Site Worker  Great for groups or mentor/mentee pairs! Fulfill your service requirements! Provide support in maintaining our 215-acre site, including: trail maintenance, minor carpentry, small tractor/engine repair, chain sawing, potential for high angle carpentry, clean up trash, set up and take down tents, wood-chip activity areas, tackle minor repairs to office and other buildings. Hours: Flexible. Min. age: 16, younger students welcome if accompanied by adult.

Graphic Design/Marketing Assistant Volunteer needed to assist with creating written materials (pamphlets, letters, etc), graphic design and other marketing tasks. Great opportunity for student interested in writing, journalism, or graphic design work! Hours: Flexible. Min. age: 17

Air Zoo, The

6151 Portage Rd, Portage 49002

Web: www.airzoo.org

Camp Assistant Help with various activities for one or more of our fun summer kids camps! Min. age: 15 for all camps.

Junior Flyers Camp: Ages 4-5, June 15-19 [1:30-3:30pm] daily or July 27-31 [9:30-11:30am] daily

Cadet Camp: Grades 1-3, Jun 15-19 [9:30-11:30am] daily or Jul 27-31 [1:30-3:30pm] daily

Astronaut Camp: Grades 4-5, June 13-17 [9-3] daily or Aug 10-14 [9-3] daily

High Flying Camp: Grades 4-5, Jul 6-10 [9-3] daily or Aug 17-21 [9-3] daily

Rocketry Camp: Grades 6-8, Jun 22-26 [9-3] daily or Aug 24-28 [9-3] daily

Control Line Aircraft Camp: Grades 7-8, Aug 3-7 [9-3] daily

Ace Camp: Grades 9-12, July 20-24 [9-3] daily

Alzheimer's Association Greater Kalamazoo

2300 Portage St, Kalamazoo 49001

Web: www.alz.org/mglc

Administrative Assistant Volunteer will process mail, create program packets, copy, fax, answer phones, change tapes, and help with lending library. Hours: Flexible. Min. age: 15

Arthritis Foundation, Michigan Chapter

Walk Location: KVCC Arcadia Commons Campus, Downtown Kalamazoo, 49007

Web: www.arthritis.org

Kalamazoo Arthritis Walk Volunteer We have various volunteer positions available and assign specific jobs based on a first-come, first-serve basis to anyone of high-school age or older. Course Marshals are stationed on the walk course to point participants in the correct direction, Water Stop Volunteers are stationed at the 1/2-way mark of the course, Food & Beverage Servers help with the light lunch, Registration Volunteers help with individuals and teams check-in, Photographers document the day, and the Clean Up Crew helps us pack everything up when the event is over. Location: Kalamazoo Valley Community College, Downtown Campus. Hours: Saturday, May 2, 2009 [7am-12:30pm]. Volunteer check-in times vary depending on the position. Each position has an approximate duration of two hours. Min. age: 16

Arts Council of Greater Kalamazoo

359 S. Kalamazoo Mall, Kalamazoo 49007

Web: www.kalamazoofete.com

Fete De La Musique Volunteers Volunteer to help with this year's Fete de la Musique. This event is a large music festival open to musicians of all backgrounds and genres. We need volunteers to distribute water and programs and to assist musicians at each venue. Visit www.kalamazoofete.com to sign-up. Hours: June 21-22, 2009, Flexible. Min. age: 16

Greeters/Ushers Volunteers needed for various events throughout the year: Community Arts Awards, All Ears Theatre performances, Bravo! events, and United Teens Talent auditions and shows. Hours: Vary. Min. age: 16.

Bella Terra, Inc.

10736 West RS Avenue, Mattawan 49071

Web: www.bellaterraacres.com

Ranch Hand Assist with daily miniature horse farm chores. Duties include: muck stalls and paddocks; replace bedding; sweep the barns; clean and fill water tanks/buckets; groom and exercise miniature horses. Must be able to lift 40 pounds. Hours: Saturday mornings [9:30-11:30am]. Min. age: 13

Big Brothers Big Sisters, A Community of Caring

3501 Covington Rd, Kalamazoo 49001

Web: www.bbbsmi.org

Clerical Aide Answer telephones, greet visitors, make copies, collate mailings, data entry, filing and updating records. Assist with making phone calls to update general information records, and other office tasks as needed. Hours: Weekdays [9-5] Min. age: 15

Binder Park Zoo

7400 Division Dr, Battle Creek 49014

Web: www.binderparkzoo.org

Zoo Teen Volunteers Learn about animal lifestyles and habits and then share that knowledge with Zoo guests and occasional overnight Zoo visitors. Participants must pay a \$75 fee and be able to commit to volunteer 50 hrs over the summer. A zoo shirt and badge are provided to all participants. Applicants must be available for orientation on June 6 with a parent or guardian, and training on June 17-18. Completed application must be submitted with essay questions completed with two letters of recommendation. Applications are due no later than May 8, 2009. Hours: Mon-Sat [9-Noon] or [1-5], Sun [11-1] or [2-5]. Overnights start at 4:30pm Fri-Sun and end at 10am on Sat mornings or 11am on Sun. Min. age: 13 by June 1, 2009. Application is available at www.binderparkzoo.org. Click on Employment/Volunteer link and then click on Zoo Teen Application.

Boys & Girls Clubs of Greater Kalamazoo

915 Lake St, Kalamazoo 49001

Web: www.bgckzoo.org

Arts Academy Assistant Volunteer needed to assist with our summer Arts Academy. Help with sign-in process and other duties as necessary. Volunteer should be patient, like working with kids. Hours: [8:30am-1pm] Min. age: 14.

Day Camp Assistant Volunteers are needed for helping out at our day camp. This includes helping with supervision, helping with the day-to-day tasks of keeping the Club clean and assisting with daily sign-ins. Hours: [1-7pm]. Min age: 14

Bronson Methodist Hospital

601 John St, 49007

Web: www.bronsonhealth.com

PLEASE NOTE: TO SIGN UP FOR THIS OPPORTUNITY PLEASE VISIT www.bronsonhealth.com/volunteers AND COMPLETE ONLINE APPLICATION BY MAY 1, 2009.

You must be available for at least one 3-4 hour shift per week and a total of 30 hours for the summer. May not exceed 2 absences. Required orientation and training are provided.

Breast Feeding Boutique Gift shop-Volunteers assist in the gift shop. Duties include checking in, pricing and putting away stock, helping customers, using cash register, maintaining displays, compiling monthly statistics and general organizing in the shop. Hours: [9-Noon] or [1-4 pm] Min. age: 15

Clerical Assistant Volunteers assist with clerical duties, including data entry, shredding, assembling packets and charts, sorting mail, filing, faxing and copying in various hospital departments and physician offices. Note: Some physician offices are not located at Bronson Hospital. Hours: [9-Noon] or [1-4 pm] Min. age: 15

Greeter And Escort Volunteers greet patient and visitors, escort visitors with in the department and to other areas of the building, straighten waiting room and prepare coffee. Hours: M-F [9am-7pm]. Min. age: 15

Information Technology Volunteer compiles reports, sorts computer cables, trouble-shoots hardware and software issues, assists with hardware repair. Hours: M-F [9-5]. Min. age: 15

Canine Safe Harbor

8171 W. KL Ave, Kalamazoo 49009

Dog Walker 🏠 Love dogs? Help us provide exercise for our dogs by walking them, one at a time, on a 1/4 mile woodland trail. Volunteers must be able to tolerate walking in changing and sometimes inclement weather. Volunteers must participate in an orientation program before working with the dogs. Volunteers must have reliable transportation and be committed to complete scheduled hours. Hours: Flexible times 3-5 hrs wk. Mon-Sun [9am-finished] or [6pm(summer)-finished] Min. age: 16

Cheff Therapeutic Riding Center

8450 N 43rd, Augusta 49012

Web: www.cheffcenter.org

Teen Barn Assistant 🏠 Teen Volunteers are needed to assist Barn Manager with daily chores of horse farm. Duties may include cleaning stalls and barn and grooming and tacking horses. Hours: Mon-Fri [9-12] Min. age: 13

Teen Horse Leader Teen Volunteers are needed to assist summer camp instructors with camp activities including crafts, sidewalking or leading horses, grooming, tacking and caring for the horses. No horse experience necessary, we will train you! You must be physically fit to walk (and some jogging) in the arena for up to one hour. Hours: [8:30-Noon] Mon-Fri and [3-8 pm] Thu. Min. age: 13

Community Access Center

357 S. Kalamazoo Mall Ste 300, Kalamazoo 49006

Web: www.cactv.org

Camera Operator Events, activities and news are happening all the time in Greater Kalamazoo. Help the Community Access Center share these with the wider cable-viewing audience by running camera for us. CAC will train you on the equipment for future work opportunities. Hours: On-call basis; events to be video taped will be scheduled a few weeks in advance and volunteers can be coordinated. Min. age: 15

Television Interviewer/Host Not afraid to be in front of a camera? Can you get people to talk about themselves and their activities? Then the Community Access Center could use your help for conducting interviews, moderating panels, and/or hosting a show. Assignments for interviews/host will be several weeks prior to shoot. Call for more information. Min. age: 15

Video Editor Turn raw camera footage into a polished video that can be played on cable television. The Community Access Center will provide the training, the footage, and the deadline - you provide the time, creativity and precision to up the production value for cable TV viewers. Set your own hours, you can even bring a computer home with you to do it. Deadlines will be provided. Min. age: 15

Community Living Options

626 Reed St, Kalamazoo 49001

Web: www.communitylivingoptions.org

Landscaping 🏠 Assist with routine maintenance of the grounds at our group homes. This may include weeding, planting, mowing, snow removal, etc. Hours: daily, contact for more information and locations. Min. age: 16

Eastside Neighborhood Association

1301 E Main St, Kalamazoo 49048

Events Assistant 🏠 Help with office organizing and implementing special events such as spring clean up, National Night Out, Volunteer recognition, back to school picnic, holiday open house. Some lifting may be needed. Person should be able to communicate with others, follow directions, and be familiar with the neighborhood. Hours: Flexible afternoon or early evening. Min. age: 16.

Mentor/Tutor 🏠 Volunteers needed to mentor children ages 7-11 during summer programs at Eastside Neighborhood Association. Mentors may participate in a variety of activities with children including playing games, reading, sports, etc. Background check required for court-ordered volunteers. Hours: Flexible. Min. age: 16.

Edison Neighborhood Association

816 Washington Ave, Kalamazoo 49001

Web: www.edisonneighborhood.com

Neighborhood Projects Aide 🏠 Help with neighborhood beautification projects, such as gardening or landscaping, assist with organizing special events with volunteer coordinator. Hours flexible between [9-5] Min. age: 13

Receptionist/Clerical Aide 🏠 General office work including organizing, cleaning files, and greeting visitors. Hours: Flexible between [10am-5 pm] Min. age: 12

Fair Food Matters

323 N Burdick St, Kalamazoo 49007

Web: www.fairfoodmatters.org

Growing Matters Garden Teen Garden Assistants Come help with organic gardening activities including planting, weeding, harvesting, and composting. Lend a hand with volunteer events, classes and at the farmer's market. An interest in gardening is preferred, but all experience levels are welcome. Must enjoy working with people, getting your hands dirty, and spending time outside during the summer. Location: We have two educational gardens: Woodward Elementary and near North Westnedge and Dunkley in Kalamazoo. Hours: Flexible scheduling May -Sept, prefer 2-6 hours/week, some evening and weekend opportunities available. Min. age: 12

Southwest Michigan Community Harvest Fest Volunteers Festival volunteers are needed to help with activities for children's programs, an information table, as parking assistants, and for set-up and clean-up. Date: Sun, Sept 20, 2009, at Tillers International, Scotts, MI. Hours: [11:30am-6:30pm]. Min. age: 14

First Day Shoe Fund

Distribution Location: Milwood Elementary, 3400 Lovers Ln, Kalamazoo 49001

Web: www.firstdayshoefund.org

Shoe Distribution Volunteer Help children (K-2) to select and try on new shoes for start of the school year. Help prep & sort shoes and clerical duties as needed. Location: Milwood Elementary Hours: July 27-29 [7:30am-2:30pm], 4 hour shifts. Min. age: 14

Galesburg Memorial Library

188 E Michigan Ave, Galesburg 49053

Web: www.galesburgmemoriallibrary.org


Summer Library Aide Energetic young people are needed to help with children's summer reading programs and preparation at the Galesburg Memorial Library. Computer skills are useful but not required. Hours: Days of programs vary and preparation is needed prior to most programs. Min. age: 13

Goodwill Industries of Southwestern Michigan

420 E Alcott, Kalamazoo 49004

Web: www.goodwillswmi.org

Clerical Volunteer Volunteers will have the opportunity to work with a variety of individuals and maintaining confidentiality of the individuals you work with in this facility is required. Responsibilities include assisting in the performance of clerical related activities. Specific duties may include: Producing documents using a computer and/or typewriter, filing, record keeping, producing copies using the copy machine and assembling information. Skills needed: keyboarding, filing, communication skills, following directions -- verbal or written. Hours: Flexible schedule coordinated with volunteers. Min. age: 16

Maintenance Volunteer  Volunteers will have the opportunity to work with a variety of individuals. It is expected you will maintain the confidentiality of the individuals you work with in this facility. Primary responsibility of the Maintenance Volunteer is to assist in the performance of maintenance work at their personal ability level. Volunteers must be meet organizations job related requirements. Hours: Flexible. Min. age: 16

Volunteer Donation Attendant Volunteers have the opportunity to work with a variety of individuals. It is expected you will maintain the confidentiality of the individuals you work with in this facility. Primary responsibility of the Donation Attendant volunteer is to assist in moving material into, through and out of the building as directed. Specific duties may include: 1. Unpack store shipments and place in appropriate locations, 2. Mark down dated merchandise per plan, 3. Clean,dust merchandise and display fixtures, 4. Follow all safety rules and regulations. Volunteers must be physically able to perform assigned tasks, lift up to 15 lbs, and write accurately and legibly. Min. age: 16.

Greater Kalamazoo Girls on the Run

125 W. Exchange Place, Kalamazoo 49007

Web: www.girlsontherunkazoo.org

General Office Help Specific duties include copying and sorting papers, filing, data entry, and other organizational activities. Would need to present self in professional manner and be familiar with Microsoft Word and Excel. Hours: Flexible, Mon-Thu mornings. Min. age: 15.

Supply Sorting And Organization Specific duties include counting and sorting team supplies for Girls on the Run participants-including pieces to lesson plans, first aid kits, cones, pens, pencils, crayons, paper, jump ropes, batons and much more. Attention to detail, accuracy and excellent organization skills are very important. Hours: Flexible, Mon-Thu mornings. Min. age: 15.

Heritage Community of Kalamazoo

2300 Portage St, Kalamazoo 49001

Web: www.heritagecommunity.com

Activity Assistant Participate in a variety of activities with elderly persons. Activities could include watching a movie with residents, BINGO games, puzzles or similar quiet activity. Good communication skills necessary. Hours: Flexible, Mon, Thu, Sat afternoons for 1.5-3 hours. Min. age: 16.

Best Friend Companion A "Best Friend" companion would participate in on-on-one interactions with elderly residents. Job responsibilities may include completing a short "Life Story" form which outlines important events in resident's life. Other activities: playing cards, checkers, tic-tac-toe, looking at magazines, etc. Good communication and writing skills are preferred. Hours: Flexible, Sun-Sat afternoons. Min. age: 16.

Director's Hall Coffee Cart Assistant Assist in the Directors Hall dining room during meal times to serve hot beverages to residents. Duties may include: pushing beverage cart around the dining room and assist with pouring hot beverages before and during meals. Hours: Flexible Sun-Sat Breakfast [7:45-8:45 am] Lunch [11:45-12:45 pm] Dinner [4:45-5:45 pm]. Min. age: 16.

Gardener Volunteers needed for watering and weeding of flowers in courtyards at Director's Hall and Wyndham West. Hours: Flexible Min. age: 16.

Life Story Activity Assistant Volunteer will share Life Stories with residents and also record the resident's Life Story on a form. Good writing and communication skills are a must. Hours: Flexible, up to 4 hours/day. Min. age: 16.

Hospice Care of Southwest Michigan

222 N. Kalamazoo Mall Ste. 100, Kalamazoo 49007

Web: www.hospiceswmi.org

Project Assistant Help create flyers, invitations and programs for community events or staff recognition events. Assemble folders and programs, and assist with mailings. Computer knowledge desirable. Hours: 4-8 hrs per wk. Flexible times Mon-Fri [8-5] Min. age: 16

Hospital Hospitality House of Southwest Michigan

527 W South St, Kalamazoo 49007

Web: www.hhhkz.org


House Aide VolunTEENS will work at the Hospital Hospitality House helping with household chores, simple gardening, and general office work including annual reorganization of files. Hours: Mon-Fri mornings. Min. age: 12

Volunteer Coordinator Working closely with the supervisor you will oversee the tasks of younger VolunTEENS at the Hospital Hospitality House and help teach and monitor all aspects of jobs. Hours: [9-11 am] Min. age: 16

Kalamazoo County Child Abuse & Neglect Council

3299 Gull Rd G16, Nazareth 49074

Web: www.kcan.org


Office Aide  Assist in the office by labeling literature, distributing publications, filing, and some data entry. A working knowledge of computers, Windows and MS Office is helpful. May be asked to assist with newsletter (write articles, update/prep mailing list). Assist public with search of information about child abuse and neglect. Supervise use of library during business hours. Assist with fundraisers. If you do not have these skills but will make a steady commitment to volunteering, training will be provided. Work is onsite at Child Abuse & Neglect Council office. Hours: Flexible Mon-Fri [9 am-5 pm] with some special events on weekends or evenings. Min. age: 15

Kalamazoo Department of Parks and Recreation, City of


Mayors' Riverfront Park, 251 Mills St, Kalamazoo 49048

Web: www.kalamazoocity.org

Counselor-In-Training Work with youth ages 5-12 at various day camps and other recreation programs. Must be kind, caring, reliable and enjoy working with children. Dates: Sign up by May 22, Program begins June 15-July 24, 2009 Hours: Scheduled mornings or afternoons, flexible. Min. age: 12

Hershey Track and Field Meet Event Helper  Volunteers are needed to help time runners using stop watches, measure distances, and tally scores. An ability to work well with youth, along with an appreciation for, and experience in track & field are desirable. Location: Kalamazoo Central High School Date: Sat June 13, 2009. Hours: [10:30-3 pm] Min. age: 14

Kalamazoo Department of Parks and Recreation, City of (cont'd)

Halloween River Trail Event Helpers  The Halloween River Trail is a one-time event held at the Mayors' Riverfront park. Groups of volunteers are needed to do fun or scary activities, hand out candy on the trail &/or Trunk or Treat, assist with arts and crafts projects, set-up and tear-down tents and props used for the event. Date: Saturday, October 24, 2009 [7-9 pm] Hours: [10 am-5 pm setup] [9-10 pm tear down]. Min. age: 10

Pepsi Punt, Pass & Kick Event Helpers  This is a fun event for volunteers! You may assist with registration, spotting, measuring, recording scores, and assist at scorers table. Location: Mayors' Riverfront Park, 251 Mills St. Date: Sept. 26, 2009. Hours: [11-2pm] Min. age: 16.

Summer Youth Recreation Aide Assist with youth activities and special events, sports, games, art/crafts, computers. Must be friendly and good with others. Most locations are within the city limits. Flexible day and evening hours. Min. age: 16

Youth Development Center Assistant Help with a variety of programs, Hip Hop Night, Chess Club, Game Room, Teen Night and computers. Located at the Youth Development Center, 230 E. Crosstown Parkway. Depends on activity. Flexible day and evening hours.

Kalamazoo Drop-In Child Care Center

129 S Park, Kalamazoo 49007

Web: www.kd-iccc.org


Childcare Aide The Kalamazoo Drop-In Child Care is a free childcare program for income-eligible families. Volunteers assist the staff in the daily operation of childcare. Activities include engaging children in play and other educational activities. Qualifications include an interest in the well-being of children, consistent and dependable, and available to work a minimum of a 2 hour block at least one day per week. Benefits include gaining an understanding of early childhood development, personal satisfaction of helping children grow by interacting with them through play. Volunteers learn how to work with others and respect differences. Hours: Mon-Fri [11am-3pm], can do 2 hour blocks [11-1] or [1-3] or a minimum of 1 day/week. Min. age: 12


Kalamazoo Gospel Mission


448 N Burdick, Kalamazoo 49007

Web: www.kzoogospel.org


Family Fun Day Volunteers  Need 75 fun-loving people to help with Family Fun Day. Volunteers will help make popcorn, cotton candy, snow cones and help with games for children and serve food to the community. Date: Saturday, Jul 25th [11-3]. Min. age 16.

Kitchen Warehouse Helpers  Help with unloading food donations. Assist in the kitchen warehouse sorting food, cleaning shelves, checking expiration dates. Hours: Flexible Mon-Sat [9-5]. Min. age: 8-15 with adult or 16.

Rescued Treasure Thrift Store  Cleaning, sorting clothing, and organizing newly arrived items. Additional assistance may be needed for pickup and delivery of donations. Hours: Flexible, M-F [9-5] or Sat [9-3] Min. age: 16, unless accompanied by adult or group.

Rescued Treasure Donation Drop-Off  Help with unloading donations from vehicles. Cleaning, sorting clothing and organizing newly arrived items. Hours: Flexible M-F [9-5] and Sat [9-3] Min. age: 16.

Sonshine Kids Child Care Helper Assist in daily activities helping children at snack time, with crafts, reading books and playing outside. We need volunteers who are patient and will provide compassionate, loving care. Hours: M-F [8:30 11:30 a.m.] Min. age: 16. Background check required.

Soup Kitchen Helper  Help prepare and serve meals and clean up at lunch or dinner. Hours: Mon-Sat Lunch [10am - 1:30pm], Dinner [4-7:30pm] and Sunday Lunch [11:00am-2:00pm], Dinner [4-7:30pm]. Min. age: 16.

Kalamazoo Institute of Arts

314 S Park St, Kalamazoo 49007

Web: www.kiarts.org

Annual Art Fair Volunteers Volunteers are needed for a variety of activities including: face painting, Kid's Art Yard activities and make and take crafts. Face painters receive training prior to this annual event held the first Saturday in June, 6, 2009 rain or shine! Volunteers must be able to attend an evening training session prior to event. Location: Bronson Park, Downtown Kalamazoo. Hours: 2-4 hr shifts between [9-4 pm] Min. age: 13.

Teacher Aide Assist art teachers with set-up and clean-up of classroom. Help elementary age children with art projects and monitor bathroom breaks. Having an interest in the visual arts is helpful as is the ability to work with children. Classes run Jun 22-Aug 14. Hours: Mon-Fri [8:45-12:15] and/or [12:45-4:15] or Sat, times vary. Min. age:13.

Kalamazoo Nature Center

7000 N Westnedge Ave, Kalamazoo 49009

Web: www.NatureCenter.org

Adopt-A-Trail Help maintain our 11 miles of trails throughout the growing season. Includes trail maintenance, seed collection, invasive weed management. Volunteer should enjoy working outside and have reliable transportation to and from the Nature Center. Hours: Scheduled Sat trail work days or flexible, Mon-Fri. Min. age: 16

Barnyard Assistant Barnyard hosts work at the animal barn at the Kalamazoo Nature Center. They help to teach people about the animals by greeting visitors and answering questions about the animals. Most importantly, Barn Hosts help with school and public programs throughout the spring and summer, reading stories, leading games and activities, lending a hand with set up and take down. Must be comfortable speaking with the public and enjoy children. Training dates: May 23 [10-noon] and June 20 [1-3pm]. Hours: At least two 3 hour shifts per month Jun-Aug, Wednesday mornings [9am-noon]and/or Sat mornings [9am-noon], other times for special occasions. Barn is open: Tue-Sat [10-4], Sun [1-4]; weekend times in May and Sep. Min. age: 16.

Exhibit Animal Care Help educate Nature Center visitors about native Michigan species through the care and maintenance of our various exhibit animals. Take advantage of the many opportunities to get involved with our reptiles, amphibians, fish, bird feeders, barn, butterfly house and more! Hours: Flexible. Min age: 14-16(depends on area of animal care).

Hummingbird-Butterfly Garden Upkeep Work outside and learn how to encourage plants to grow! This is a great opportunity to be outside and enjoy the fresh summer air. Join the Nature Center gardeners to have fun, get your hands dirty and learn more about the wonderful world of gardening. Join our Master Gardener crew on Tuesdays or during Nature Center open hours. No experience is necessary. The Hummingbird-Butterfly Garden is the feature garden of the Nature Center. It is comprised of 12 different garden beds that all have a central theme of backyard habitat with a focus on native Michigan plants. This garden, along with our other Exhibit Gardens need volunteer assistance throughout the growing season. Hours: Tue mornings with other gardeners or establish own schedule. Spring Planting Day, May 16, 9am for volunteer orientation and training. Min. age: 16

Summer Camp Assistant Help children learn about the natural world around all of us. Assist with summer day camp programs for children. Hiking, crafts and other outdoor activities are all part of the experience. Must enjoy working with children and possess leadership skills. Willing to work outdoors, possibly during inclement weather. References required. Hours: Two weeks of time during the season, Jun-Aug, daytime hours. Min. age: 16.

Kalamazoo Public Library - Ready to Read Program

315 S Rose St, Kalamazoo 49007

Web: www.kpl.gov

Volunteer Reader Ready to Read volunteers read aloud to children at community sites serving low-income families. Reading sites include the waiting rooms of health clinics, social agencies, homeless shelters and Head Start and PEEP classrooms. Library provides training and books. Must have experience interacting with children and enjoy reading aloud. Hours: Weekdays, generally between [8-5pm], 1-2 hrs/wk scheduled on a regular basis. Min. age 16, or younger with an adult.

Kalamazoo RESA - Croyden Avenue School

4606 Croyden Ave, Kalamazoo 49006

Web: www.kresa.org


Paraprofessional Assistant Assist classroom staff with instruction of students, ages 3 to 26, who have severe cognitive impairment and/or autism spectrum disorders. Assist with student bussing, help with feeding, participate in field trips, playground activities, group academic and structured play sessions. Onsite training is provided and a criminal background check is required. Hours: M - F [8:30 am-2:30 pm] Please note: Volunteers 14 and under may volunteer a maximum of 6 hours per week. Min. age: 12

Spring Carnival Volunteers Volunteers needed to help with various annual Spring Carnival activities: set-up, helping with games, taking tickets, etc. Croyden Avenue School is a school for students with cognitive impairments or an autism spectrum disorder. Students and their families will be participating in the carnival. Hours: Fri, May 5 [5:45-8:15pm]. Min. age: 15

Kalamazoo Valley Habitat for Humanity, Inc.

525 E Kalamazoo Ave, Kalamazoo 49007

Web: www.habitatkalamazoo.org

Habitat Restore Volunteer  Volunteer will assist with helping customers, answering phones, cleaning and organizing stock at our ReStore retail location. Orientation and parent/guardian waiver required. Hours: Flexible, Tue-Fri [9-5], Sat [9-2] Min. of 4 hours/week. Min. age: 16

Kalamazoo Valley Museum

230 N Rose St, Kalamazoo 49007


Web: www.kalamazoomuseum.org

Hands-On Program Assistant Work with children and their families to construct "make and take" craft projects during themed special event days. We are looking for volunteers with a positive attitude who like to be around children. Hours: Training: Fri, June 19, 2009 [12-4pm]. Hands-On Days: Every Wed, June 24-Aug 5 [12:30-4:30]. Min. age: 14


Kellogg Biological Station

12685 East C Ave, Augusta 49012


Web: www.kbs.msu.edu/birdsanctuary/

Archive Assistant  We are looking for someone to help us prepare historical photographs, slides, and documents for archiving. Volunteer will be viewing slides, using a light table, and grouping and labeling materials into categories. The person must be able to work independently but be comfortable to ask questions whenever necessary. Volunteer should have an attention for detail. Future opportunities with project may involve helping in the rest of the archival process (e.g., scanning slides, etc.) Hours: M-F, flexible. Min. age: 15

Data Technician/Clerical Assistant We are looking for someone to help us organize, enter, and summarize program evaluation data, national weather data, and visitor information. Volunteer will also help prepare materials for educational programming and mailings. The job requires the person to be comfortable working computers and familiar with spreadsheet software(Excel). Volunteer might also have to answer phone. Volunteer should have good organization skills and pay attention to detail. Hours: M-F, flexible. Min. age: 15.

Gardener and Groundskeeper  We are looking for someone to help us maintain our pollinator garden, native prairie, and natural grounds. Duties include weeding, planting and transplanting plants, watering, and other general grounds maintenance. In addition, the person will help produce identification signs for the different plants in the pollinator garden. Interested persons should enjoy working outside in all kinds of weather and are capable of performing physical labor. Knowledge of plants and gardening is not required, but the desire to learn is. Hours: Flexible. Min. age: 13.

Junior Interpreter and Tour Guide We are looking for Junior Interpreter tour guides for the Kellogg Bird Sanctuary. From Spring to Fall, thousands of visitors come as part of tour groups to the sanctuary and we are looking for interested individuals to help us lead these tours. In addition, Junior Interpreters may choose to help out with educational programs. Volunteers should be interested in nature/environment and have a desire to teach others. The person should be friendly, responsible, enjoy interacting with people of all ages, and be willing to help out. Knowledge of the sanctuary is not necessary; all interpreters go through training and shadow experienced interpreters. Hours: Flexible, 20 hours/year. Min. age: 15

Sander and Painter  We are looking for someone to help us refurbish four wooden Adirondack chairs and two wooden stools. The chairs were donated to the sanctuary and need to be cleaned, sanded, and painted before they can be placed outside for public use. The interested person(s) should have some experience sanding and painting. The sanctuary will provide paint and brushes but is unable to provide a sander for the project. This project is suitable for an individual or a group and does not have to be completed on sanctuary grounds. Hours: Flexible. Min. age: 15.

Summer Science Day Camp Junior Counselor MSU Kellogg Bird Sanctuary Science Adventures Summer Day Camp Program offers four one-week summer camp sessions focusing on ecology, wetlands and forests at the Kellogg Bird Sanctuary near Augusta, Michigan. We need enthusiastic, responsible, and caring volunteers to help supervise and teach campers engaging, hands-on activities that explore the natural world and our connection to it. You'll also greet campers each morning upon arrival, assist in leading activities and supervision of campers, set-up and clean-up, and help campers find the person picking them up after camp. An interest in working with youth and enjoying the outdoors are important. Volunteers can choose to attend one or more of the following sessions and must be willing to make at least a 5-day commitment: June 22-26, July 6-10, July 13-17, or July 20-24 Hours: Mon-Fri [8:30am-3pm] Min. age: 13

Kindleberger Summer Festival

PO Box 486, Kalamazoo 49004

Web: www.kindleberger.org

Festival Volunteers Opportunities available in each of the following areas: Arts & Crafts runners, information booth attendants, pathway monitors, parade volunteers, T-shirt sales, playbill distributors, street dance volunteers and children's area: face painting, hand-on-arts, finger painting and general assistance. Times vary by activity. Event takes place July 8-12, 2009. Need 400 + volunteers. Min. age: 16, unless accompanied by adult.

MI Dept of Human Services

322 E Stockbridge Ave, Kalamazoo 49001

Web: www.Mich.gov/dhs

Children's Corner Aide Volunteer will supervise children in the DHS play-room while their parents meet with caseworkers. Aides assure children are signed in and out, conduct games, read with them, and run the video player. All activity is on site. Hours: Flexible [8:30-4:30] Min. age: 15

Office Assistant Volunteer will assist volunteer service program staff by performing light typing, filing, copying, data input, telephone duties and mailing functions. Volunteer skills desired include: computer literacy, able to use a fax, phone and general office equipment. Have adequate verbal, writing and math skills and good people skills. Hours are flexible dependent on volunteer. Min. age: 15

MRC Industries, Inc.

1310 Bank St, Kalamazoo 49001


Web: www.kalamazooclassic.com

Kalamazoo Klassic Volunteers Volunteers needed for registration, aid stations, food, etc., prior to and during race days on June 19th and June 20th, 2009. Volunteers must be able to stand for a period of 3-5 hours at a time (some indoor, mostly outdoors). Location: Maple Street Hill. Min. age: 15

National Multiple Sclerosis Society of MI

Walk Location: KVCC Arcadia Commons Campus, Downtown Kalamazoo

Web: www.nationalmssociety.org/mig


Walk MS Volunteers  You can bring us closer to a world free of multiple sclerosis! Walk MS is fun with an important purpose. We unite as a community during Walk MS to make a powerful statement. Join volunteers in making the 2009 Walk MS event the most successful ever. Volunteers needed for set-up, check in, crossing guards, route markers, provide snacks and water at rest stops, support vehicle drivers, cheer on walkers at the finish line, clean-up and more! Positions available for all ages and numbers. Full job descriptions available upon request. Come join the fun, meet new friends and join the fight against MS. Location: KVCC Arcadia Commons Campus, downtown Kalamazoo. Date of event: Saturday, May 2, 2009. Hours: Various shifts available from [6:30am-2pm]. Min. age: 18, under 18 if accompanied by an adult.

Oakwood Neighborhood Association

3320 Laird, Kalamazoo 49008

Web: www.oakwoodneighborhood.org

Computer Tutor/Activity Assistant Help children between the ages of 4-12 with computer activities, arts & crafts, and athletic activities for two hours a day. You'll also help schedule activities, give out snacks and assist with cleaning the activity area. Hours: June 15-July 24, Mon - Fri [3-5] Min. age: 14.

Park Caretaker  Help us preserve and improve Woods Lake Park through removal of invasive plants, re-planting native plants, picking up trash, bush-whacking, stone hauling, and trash removal. Hours: Flexible. Min. age: 13

Portage Cable Access

8111 S Westnedge Ave, Portage 49002

Web: www.portagecableaccess.org

Video Camera Operators Participate in videotaping live events such as concerts, city and board meetings, sporting events and other televised events. This job requires no experience as training is provided, however experienced operators are welcome! If you are looking for a volunteer experience where you will learn something new on a daily basis in an ever-changing environment this is the job for you. Hours: Flexible 3-4 hr shifts. Min. age: 16

Portage Community Center

325 E. Centre, Portage 49002

Web: www.portagecommunitycenter.org

Blood Drive Assistant Greeters welcome donor to the blood drive in a friendly manner and direct them to the proper destination. Canteen Observers watch donors for adverse reactions and assist donors until paid staff arrive, serve beverages, keep food on the table and clean up after each donor leaves. Hours: Second Monday of each month [12-3 pm] or [3-6 pm] Min. age: 14

Loaves & Fishes Pantry Helper A Loaves & Fishes Helper will assist pantry coordinator with client intake and food distribution. Hours: PCC Loaves & Fishes pantry operates the last two weeks of each month. Flexible days, [2:30-4:30pm]. Min. age: 14

Teen Staff Volunteers needed to lead their younger peers and serve as positive mentors. Duties would include participation, set-up/clean-up after activity, and/or building positive relationships through encouragement and listening. Hours: Mon-Fri [12-4], one day/week. Min. age: 16

Portage District Library

300 Library Lane, Portage 49002


Web: www.portagelibrary.info


Summer Reading Assistant Assist reading program participants, distribute prizes to readers, help patrons enter information into computer database, assist in youth programs/special events, shelve/straighten library collections. Must be friendly, detail-oriented and have some computer skills. You may work alone or in pairs. Hours: Flexible times Mon-Sat (3-hr shifts available). Min. age: 13

SmartShop Metal Arts Center

516 E North St, Kalamazoo 49007

Web: www.smartshopkalamazoo.com


Gallery Greeters  Greet people at the gallery during regular business hours or during special events. Out going personality, ability to work independently and a smile are all you need. May be asked to do some small jobs around the gallery while here. Hours: Flexible, Gallery hours Thu-Sat [10-7]. Min. age: 14


Webpage Maintenance  Volunteer needed to keep webpage current with upcoming events, classes and photos. Some work could be done from home computer. Hours: Flexible. Min. age: 14.

SPCA of SW Michigan

Kennel Location: 219 Peekstock Rd (corner of Peekstock and Burdick St.), Kalamazoo 49001

Web: www.spcaswmich.org


Cat Socialization And Care  Rescued felines require regular socialization and play time with volunteers. Socialization is very important in each animals rehabilitation and future placement. Hours: [8am-noon] or [4-7pm] Min. age: Teens ages 15 to 18 are welcome, but must attend an orientation with their parent or guardian.

Dog Socialization And Dog Walking  Rescued canines require regular walking and play time with volunteers. Socialization is very important in each animal's rehabilitation and future placement. Work is mostly outside and volunteers should dress appropriately, including sturdy shoes. Teens ages 15-18 are welcome, but must attend an orientation with a parent or guardian. Hours: Two daily shifts [8am-noon] or [4-7pm] are available. Min. age: 15

Stuart Area Restoration Association

530 Douglas Ave, Kalamazoo 49007

Web: www.stuartarea.org

Gardener  Work outside weeding and watering flowers in many perennial gardens located within the Stuart area neighborhood. Hours: Flexible. Min. age: 13

Threads of Hope


Meeting Location: Kalamazoo First Assembly of God Church, 5550 Oakland Dr, Portage 49024

Needlework Volunteer Do you enjoy knitting, sewing or crocheting? If so, Threads of Hope is looking for volunteers to make goods to donate to area organizations in need. Interested individuals without those skills can be trained. For those who sew, having a sewing machine is a plus. Volunteer should be friendly, outgoing and work well with others. Work can be done from home if so desired. Hours: One Sat scheduled in Jan, Mar, May, Jul, Sept & Nov and last Tue evening of the month Jan-Oct. Min. age: 15, (12-14 with parent).

USTA Boys 18 & 16 National Tennis Championships


Kalamazoo College, Kalamazoo 49006

Web: www.ustaboys.com

Ball Runners  Be close to the action! The USTA Boys' Nationals need you! Ball runners, ages 9-15, work as a team to retrieve balls during matches on the three top courts at Kalamazoo College's Stowe Stadium during the August 7-16, 2009 tournament. Ball runner teams will have evening practices twice a week during the summer and will be assigned daily morning, mid-day or afternoon shifts during the tournament. More information and forms are available to download at www.ustaboys.com. Registration deadline is May 15, 2009. We look forward to you being a part of this nationally renowned tournament! Get your friends and neighbors together and sign up early. Hours: August 7-16, 2009

[8am-6:30pm], teams of runners will be assigned morning, mid-day or afternoon shifts each day of the tournament. Min. age: 9


Tournament Volunteers See future pro tennis players! Watch great tennis! Each year over 800 volunteers are needed at the USTA Boys' 18 & 16 National Championships held at Kalamazoo College's Stowe Stadium and WMU Sorensen Courts. Be part of the 67th year of this nationally renowned tournament. Get your family and friends together and have fun volunteering at the Nationals. To find out more go to www.ustaboys.com and download a volunteer form or call the Tournament Office at 269-337-7343. Hours: August 7-16, 2009; various shifts. Min. age: 10.

Tower Runners  Watch great tennis! Do you need community service hours? The USTA Boys' Nationals need tower runners to post the names of the players on The Player On Court Board and run errands for the tower officials. Tower Runners are used at both Kalamazoo College's Stowe Stadium and WMU Sorensen Courts. Shifts begin at 7:45am and end around 7:30pm, and vary between 3-4 hours in length. Tower Runners work in teams of two, so grab a friend, watch tennis and earn service hours. Hours: August 7-16, 2009, 3 or 4-hour shifts [7:45am-7:30pm]. Min. age: 12.

Vineyard Outreach Ministry

811 S Westnedge Ave, Kalamazoo 49008

Web: www.vineyardoutreachministry.org

Sugared Pecan Cooks And Packagers  Volunteers are needed to weigh, package, and label cooled sugared pecans and ready them for distribution as a fundraiser for ministry programs. Hours: Saturday, June 20, [9-4], flexible shifts. Min. age: 16

Wolf Lake Fish Hatchery Visitor Center

34270 C.R. 652, Mattawan 49071

Web: www.michigan.gov/dnr

Fish Fest 2009 Volunteer Help out at this fun event working as a festival greeter, front desk helper, catch and release fishing assistant, parking lot attendant, fishing simulator operator, kid's activities assistant. Hours: [9:30-4:30] Sat-Sun, Jul 18-19, 2009. Min. age: 16

Fishing Program Assistant Assist with children's catch and release fishing program. Basic fishing knowledge is required. Volunteers need to be able to instruct individuals on casting techniques, tie knots, line fishing poles and release fish from the hook. All equipment is provided. Hours: [9-2] Each Saturday June-August. Min. age: 16

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