

# Volunteer Opportunities / Events

This list is compiled from the various opportunities the Civic Engagement Center receives from local non-profit organizations throughout the year; feel free to contact the individual organizations to find out more about their opportunities/events. Many opportunities throughout the Twin Cities are listed on these searchable databases: Hands on Twin Cities <http://www.handsontwincities.org/>, Volunteer Match: <http://www.volunteermatch.org/>

**The CEC student organizers listed here have more information and can help you find the right opportunity (transportation provided to some locations).**

<u>Student Organizer</u>	<u>Issue Area</u>	<u>Email Address</u>
Sue Xiong	College Access	sxiong@macalester.edu
Shelle Shimizu	Economic Justice	sshimizu@macalester.edu
Julia Tyler	Environment and Sustainability	jtyler@macalester.edu
Maria Princen	Global Opportunities	mprincen@macalester.edu
MaryBeth Grewe	Health and Wellness	mgrewe@macalester.edu
Heidi Evans	Immigrants and Refugees	hevans@macalester.edu
Robert Hemphill	Public Policy	rhempill@macalester.edu
Linda Nguyen	Women and Gender	lnguyen1@macalester.edu
Holly Vander-Schaaf	Youth and Tutoring	hvanders@macalester.edu

**For more information, contact one of these students or the Civic Engagement Center directly at X 6040 or email: [cec@macalester.edu](mailto:cec@macalester.edu).**

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
Vision Loss Resources  1936 Lyndale Ave S Minneapolis, MN 55403	Wednesday, November 11, 2009 3:30-7:00 p.m.	<b>10th Anniversary of the Community Center Party</b>  Volunteers are needed to help get ready, serve food, provide Sighted Guide and make friendly conversations with the blind clients of Vision Loss Resources.	2
Vision Loss Resources  1936 Lyndale Ave S Minneapolis, MN 55403	Wednesday, November 18, 2009 10:00 a.m.-1:00 p.m.	<b>Craft Fair for Visually Impaired</b>  Volunteers are needed to help set up and guide clients through the sale.	2

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
Family and Children's Service  South High School 3131 19th Avenue South Minneapolis 55407 CONTACT: Kim Ferencik kferencik@fcsmn.org 612-341-1611	Saturday, November 21, 2009 4:00-6:30 p.m.	<b>Community Leaders Honoring Banquet to Kick Off National Family Week</b>  Volunteers are need to help set up, help with greeting, registration, and coat check, serve dinner and cake, and clean up after dinner. Please RSVP by Nov 11.	1-10  Group Event
United Way  Mall of America--Best Buy Rotunda 60 East Broadway Bloomington, MN	Thursday, November 26, 2009 7:00-10:00 a.m.	<b>Walk to End Hunger</b>  The Walk to End Hunger includes a walk, phone-a-thon, and food drive. Volunteers will be needed to set up, manage the stage, work at volunteer check-in, work at walker check-in, work at the water station, greet walkers, and tear down.	
Achieve Mpls Career & College Centers	Ongoing opportunity	<b>Student Support</b>  Assist students as they create resumes, complete college applications and find work.  Answer student questions about the process and resources needed to achieve their goals. - Explain what college is really like and how to navigate once you get there. - Show how to be successful in higher education. Study tips, time management etc.	
Achieve Mpls Career & College Centers	Ongoing opportunity	<b>Special Events/Administrative Support</b>  Help plan and implement special events like career fairs and work site visits. Provide administrative support to the Career & College Center Coordinators.	

**ORGANIZATION - LOCATION -  
CONTACT INFO**

**DATE**

**EVENT - DESCRIPTION**

**NUMBER OF  
VOLUNTEERS**

AchieveMpls

Minneapolis Public High Schools, Career & College Centers

Volunteer in the Career & College Centers, assisting students with their future plans: completing resumes, college and scholarship applications and essays, job searches, interviewing skills, and more.

Intern with a Career & College Center and deepen your understanding of higher education and counseling, plan college and career experiences for students, on top of the previous opportunity.

Immigrant and Refugee/College Access:  
Wellstone International High School welcomes students from all over the globe, many of whom have been in the U.S. two years or less. Opportunities include teaching or assisting with an advisory period and/or career class, as well as both previous opportunities in the Career & College Centers.

Special/Senior Project: Support Minneapolis Public High School students by creating a personal and academic project that can inspire discussion and actions around future planning, higher education, neighborhood building, and/or student success in the greater community. Ongoing support and guidance given throughout the duration of the project.

CONTACT: Ann Fosco afosco@achievempls.org

Aeon

Daytimes, Evenings,  
Weekends -

***Painting Party***

5-20

Downtown or south Minneapolis

Come have a painting party with us! Aeon's 1,503 affordable-housing units require a lot of upkeep, so we always have projects both large and small, indoors and outdoors. Most painting is done in common areas, though we also paint units. Snacks provided.

CONTACT: Colleen O'Connor coconnor@aeonmn.org

Group Event

Bakken Museum

Saturdays

***Family Science Saturday***

3537 Zenith Ave. S. Minneapolis, MN 55416

Family Science Saturday is a program providing innovative hands-on science activities and demonstrations for visitors. Science and music come together every Saturday. Volunteers are need for 1st shift (10-1pm) and 2nd Shifts (1-4pm) to help with activities.

CONTACT: Austine A. Vaughn vaughn@thebakken.org 612-926-3878 Ext. 220

Bakken Museum

***Field Trip Tour Guides, Classroom Assistants and Coordinators***

3537 Zenith Ave. S. Minneapolis, MN 55416

We need of volunteers during the week to assist with field trips. Volunteer positions include:

- o Classroom Assistants
- o Field Trip Tour Guides
- o Exhibit Interpreters
- o Coordinators

CONTACT: Austine A. Vaughn vaughn@thebakken.org 612-926-3878 Ext. 220

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
Bakken Museum 3537 Zenith Ave. S, Minneapolis	Saturdays	<b>Mindball Exhibit Interpreter</b> Mindball is a facinating exhibit and game. Once you play it is difficult not to play again and again. To help visitors have a positive and entertaining time while in The Bakken we would like to have volunteers assist visitors with this exhibit on Saturdays. If you are interested in helping visitors experience Mindball we will provide training along with materials to help guests understand the exhibit.	
CONTACT: Austine A. Vaughn vaughn@thebakken.org 612-926-3878 x220			
Big Brothers Big Sisters Metro Wide	ongoing	<b>Volunteer Recruitment Team</b> Attend community and corporate events as a BBBS representative to promote volunteer opportunities	
CONTACT: Laura Kerwin lkerwin@bigstwincities.org 651-789-2448			
Books for Africa 4th St., Suite 200, St. Paul, MN 55101	6 weeks out from the end of semester	<b>Organize Book Drive</b> Through our partnership with Better World Books, a student/class would organize a bookdrive on campus at semester's end in support of Books For Africa. Collection supplies, promotion/marketing materials, and shipping costs provided for.	
CONTACT: Niko Tomlinson niko@booksforafrica.org			
CAPI USA 3702 E. Lake Street Minneapolis, MN		<b>Donor Prospect Researcher</b> CAPI USA is seeking a volunteer donor prospect researcher to research and compile information regarding current individual donors and identified donor prospects, research and compile information regarding foundations (community, corporate, and private/family), research and compile information on corporations and small businesses, and research and compile information on civic and fraternal organizations and faith communities.	Group Event 1
CONTACT: Pham Thi Hoa pham.thiho@capiusa.org (612) 721-0122			
CAPI USA 3702 E. Lake Street Minneapolis, MN		<b>Memorial/Tribute Program Coordinator</b> CAPI USA is looking for a memorial/tribute program coordinator to recruit and coordinate a volunteer committee, develop and implement marketing strategies, identify promotional sites within the Twin Cities area, deliver promotional materials and envelopes to identified sites, and develop a network of CAPI ambassadors who will help promote the program within their organizations.	1
CONTACT: Pham Thi Hoa pham.thiho@capiusa.org (612) 721-0122			

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
CAPI USA 3702 E. Lake Street Minneapolis, MN  CONTACT: Pham Thi Hoa pham.thiho@capiusa.org (612) 721-0122		<b><i>Coordinator of the Volunteer Speakers' Bureau</i></b> CAPI USA is looking for a volunteer coordinator of the Volunteer Speakers' Bureau to prepare information packets and presentation outlines, recruit and train volunteers, identify speaking engagements and assign volunteer speakers, follow-up with speakers to evaluate the viability of the speaking venue and the effectiveness of the presentation, and submit names, addresses, and number of hours served to the Executive Director.	
CAPI USA 3702 E. Lake Street Minneapolis, MN CONTACT: Pham Thi Hoa pham.thiho@capiusa.org (612) 721-0122		<b><i>Development Specialist</i></b> CAPI USA is seeking a volunteer development specialist to work on donor cultivation, identification, solicitation, and stewardship.	1
Casa de Esperanza El Refugio	varies, minimum of 4 months -	<b><i>Childcare Provider/Children's Program Assistant</i></b> Helping with childcare and age-appropriate educational and recreational activities.  Assist to develop and organize weekly activities for children in the Refugio, helping to keep playroom clean, and assisting in maintaining a supply of toys and books for children to use.  1-4 hours/week	
Casa de Esperanza El Refugio	varies, minimum of 4 months	<b><i>Tutor</i></b> Assistance with schoolwork, including reading and writing skills. 1-2 hours/week	
Casa de Esperanza El Refugio		<b><i>Moving Assistant</i></b> Helping women to move out of the Refugio; position requires truck and ability to lift at least 20 lbs.	
Casa de Esperanza El Refugio	varies, minimum of 6 months - 2-4 hours/week	<b><i>Advocate Support</i></b> Answer crisis line, researching resources and referrals to battered women and their children, and offering emotional support	

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
Casa de Esperanza El Refugio	varies	<b>Donation</b> Organizing and sorting clothing donations. 2-4 hours/month	
-----			
Casa de Esperanza Administrative Offices, St. Paul	varies	<b>Educational/Administrative/Fundraising Assistants</b> Assist in research for the youth and Latina peer education programs, assistance in the program administration, such as e-mails and calls, and assist with community workshops. Research potential founders and processing the information; assist with grant writing. Help with general office duties	
-----			
Casa de Esperanza Information and Resource Center 1515 E. Lake St. Mpls	varies, minimum of 4 months 3-4 hours/week	<b>Community Assistant</b> Personally assist community members in locating information on employment, housing, immigration, and etc.	
-----			
Centro Guadalupano  2424 18th Ave So Minneapolis, MN CONTACT: Emily Peterson pete1557@stthomas.edu 612-724-3651	November 30-February 25 Mon-Thur, 9:30-11:30 a.m. and 6:30-8:30 p.m.	<b>Adult ESL teachers</b>  Volunteers are needed to teach adult ESL classes of about 10 students once a week or to substitute for regular teachers. Training opportunities are provided.	
-----			
Cheerful Givers  1287 Berry Ridge Road Eagan, MN 55123	Every Thursday Nov 12-Dec. 31, 9:00 a.m.-12:00 p.m.	<b>Birthday Bag Blitz</b>  Volunteers are needed to create toy-filled birthday bags and deliver them to a shelter or food shelf in your area. Volunteers need to gather a group with 20 small toys and register at <a href="http://www.cheerfulgivers.org">http://www.cheerfulgivers.org</a> .	
Group Event			
-----			
Cheerful Givers  1287 Berry Ridge Road Eagan, MN 55123 CONTACT: Kristen Klaustermeier volunteer@cheerfulgivers.org	Various opportunities	Cheerful Gives provides toy-filled birthday gift bags to food shelves and shelters so that parents living in poverty can give their children birthday gifts.	
-----			

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
<p>Children's Home Society and Family Services Cedar Riverside Location</p> <p>CONTACT: Shannon Brocerick sbroderick@chsfs.org 651-255-24444</p>	<p>Program hours 3:30-7pm, Mon through Thurs.</p>	<p><b>Tutor/Student Support</b></p> <p>Develop relationships with children served while increasing academic skills and a positive feeling about themselves and their skills. Could also use more tutors for after school programming at Riverside Plaza site - especially for second part of December and the month of January. Organization website: www.chsfs.org</p>	
<p>CommonBond Communities Westminster Place Apartments and Cathedral Hill Homes 1374 Westminster St, St Paul, MN 55130</p> <p>CONTACT: Matthew Valerius Matthew.Valerius@commonbond.org (651)-778-9099</p>	<p>Ongoing Opportunity</p>	<p><b>Homework Center</b></p> <p>Homework Center is a program where the youth can get help with their homework. The volunteers will be working with the youth on their homework. Following Homework Center, each site also implements a weekly science activity. CommonBond Communities' staff, in collaboration with the Science Museum of Minnesota, plan and lead these activities. The volunteers would simply be supporting the staff in implementing the activities.</p>	
<p>CommonBond Communities Westminster Place Apartments and Cathedral Hill Homes 1374 Westminster St, St Paul, MN 55130</p> <p>CONTACT: Matthew Valerius Matthew.Valerius@commonbond.org (651)-778-9099</p>	<p>Ongoing Opportunity</p>	<p><b>Camp Fire USA</b></p> <p>Camp Fire USA is an after school program for youth 5-12 years old at each site lead by a trained Club Leader. The club leader comes prepared every week with activities and arts and crafts. The volunteers would simply be supporting the club leader.</p>	
<p>Comunidades Latinas Unidas en Servicio (CLUES) 797 East 7th Street St. Paul, MN 55106  720 East Lake Street Minneapolis, MN 55407 CONTACT: Hilary Van Wyngaeren 612-746-3532</p>	<p>Recruitment begins in November and will continue until April 15th, 2010. Days and times unknown.</p>	<p><b>Tax Preparation Services</b></p> <p>Volunteers serve low-income Latino families, new immigrants, and elderly taxpayers through the Volunteer Return Preparation Program.</p>	

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
--	------	---------------------	----------------------

Comunidades Latinas Unidas en Servicio (CLUES)

797 East 7th Street  
St. Paul, MN 55106

720 East Lake Street  
Minneapolis, MN 55407

CONTACT: Kendall Bruhl kbruhl@clues. Org

8 week program, 2.5 hours per week and a 1 hour orientation. Class days and times vary.

**Learning Together Program**

The Learning Together Program is an 8 week program designed for Latino families to help them connect more with their children, with other parents in the community, and with community resources and services. Volunteers are needed to guide classes for the parents and children in Spanish as well as assist during family activities using pre-developed lessons. All volunteers must attend a 1-hour orientation and commit to 2.5 hours per week during the length of the 8 week program. Class sessions are held at both Minneapolis and St. Paul locations during days and evenings. Spanish proficiency required. Volunteers are also needed for clerical work and preparation tasks for the program.

Comunidades Latinas Unidas en Servicio (CLUES)

CLUES, 2 locations:  
797 East 7th Street  
St. Paul, MN 55106

720 East Lake Street  
Minneapolis, MN 55407

CONTACT: Angela Severson aseverson@clues.org

Morning classes in Minneapolis are held from 10 a.m.-12 p.m. Night classes are held in St. Paul and Minneapolis from 6:30-8:30 p.m. Volunteers are asked to come 30-60 minutes early to prepare their lesson plan.

**Education Department**

CLUES offers classes in English Language Learning (ELL), Citizenship Exam Preparation, Computer Basics, and other Adult Basic Education classes. Volunteers are needed to teach classes in these areas; curriculum, teaching resources, and ongoing support is provided. The program is a 10 week commitment of at least one class per week as well as a 6 hour orientation beforehand.

Council on Crime and Justice

822 South Third Street  
Minneapolis, MN

CONTACT: Ellen Longfellow longfellowe@crimeandjustice.org 612-353-3005

One year commitment; provide hotline coverage for a minimum of 3 8 hour shifts per month, and attend all service meetings and in-staff trainings

**Crime Victim Advocate Volunteer/Intern**

The volunteer/intern would provide crisis counseling, support, and information to victims, witnesses, and others who call the 24-hour hotline, educate victims about their rights and the criminal justice system and provide appropriate referrals to victims. Advocate training classes are required.

Group Event

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
--	------	---------------------	----------------------

<p>Crossroads Elementary 543 Front St. St. Paul</p> <p>CONTACT: Sylvia Perez <a href="mailto:sylvia.perez@spps.org">sylvia.perez@spps.org</a></p>		<p><b>Academic Mentor Position Description</b></p> <p>Academic mentors will work with 3-5 grade children to reduce the achievement gap in basic reading and math skills and will lead activities with selected children one-on-one and/or in small groups.</p>	
---	--	--	--

<p>English Learning Center 2315 Chicago Avenue South Minneapolis, MN 55404</p> <p>CONTACT: Claudia Holt <a href="mailto:claudia@englishlc.org">claudia@englishlc.org</a> 612-874-9963 ext. 2</p>	<p>M, T, W, Th - 4:30 - 6:30 pm</p>	<p><b>Computer Volunteers</b></p> <p>Volunteers assist students one-on-one during open lab time. Assist students individual with computer skills and procedures. Volunteers may also have the opportunity to develop classroom projects.</p>	
--	-------------------------------------	--	--

<p>English Learning Center 2315 Chicago Avenue South Minneapolis, MN 55404</p> <p>CONTACT: Claudia Holt <a href="mailto:claudia@englishlc.org">claudia@englishlc.org</a> 612-874-9963 ext. 2</p>	<p>M, T, W, Th - 5:15 - 6:45 pm</p>	<p><b>Math Volunteers</b></p> <p>Assist a group of 5-15 adult immigrants and refugees in math. You don't need to be a "math person." Students work through math workbooks at their own pace. Volunteer rotate around the classroom, assisting students one-on-one or in very small groups to explain new concepts and guide students through practice exercises.</p>	
--	-------------------------------------	--	--

<p>English Learning Center 2315 Chicago Avenue South Minneapolis, MN 55404</p> <p>CONTACT: Claudia Holt <a href="mailto:claudia@englishlc.org">claudia@englishlc.org</a> 612-874-9963 ext. 2</p>	<p>M, T, W, Th - 5:45 pm - 8:45 pm</p>	<p><b>ESL Volunteers</b></p> <p>Lead a class of 10-15 adult immigrants and refugees in learning English. Books with lesson plans, materials (visuals, tapes, realia, etc) and additional resources provided by the ELC and by staff members.</p>	
--	--	--	--

<p>Family Place 244 10th St E St Paul, MN 55101 (651) 225-9354</p> <p>CONTACT: Bob Fallat <a href="mailto:fallat1@earthlink.net">fallat1@earthlink.net</a> 952-938-3903</p>	<p>4:30 pm Saturday or Sunday - 6pm - 9pm</p>	<p><b>Weekend Dinners</b></p> <p>Provide/serve dinner meal. Dates are arranged by calling.</p>	
---	---	--	--

			Group Event
--	--	--	-------------

<p>Great River Greening 35 Water St W St Paul, MN 55107-2046</p>		<p><b>Lily Lake Native Planting</b></p> <p>Great River Greening is seeking volunteers to improve water quality and restore native plant communities at the boat launch sites at Lily Lake in Stillwater. The primary task consists of planting native vegetation along degraded shoreline as well as shrubs and native upland vegetation within degraded shoreland buffers. Other potential tasks include installing check dams, wave breaks, brush wattles, and bio-logs as part of the shoreline restoration/stabilization of these sites which are in the St. Croix River basin. The full project address and directions will be sent to you by e-mail after you sign up.</p>	
--	--	--	--

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
<p>Guild Incorporated West of South St. Paul</p> <p>CONTACT: Jeanne Tramel Rasmussen volunteer@guildincorporated.org</p>		<p><b>Activity Assistant</b></p> <p>Play board games, do art &amp; craft activities, play sports or go on field trips. Provides recreational opportunities for residents of a transitional home. Afternoon and evening hours are available and a team of two volunteers can work together.</p>	
<p>Guild Incorporated</p> <p>130 South Wabasha St. Suite 90 St. Paul, Minnesota 55107</p>	<p>Friday afternoons from 2-4 p.m.</p>	<p><b>Game Day</b></p> <p>Play board games with the people who attend the drop-in center. Must be at least 18 years old to volunteer.</p>	
Group Event			
<p>Guild Incorporated</p> <p>West of South St. Paul</p> <p>CONTACT: Jeanne Tramel Rasmussen volunteer@guildincorporated.org (651) 450-2220 ex. 18</p>		<p><b>Open Hours Assistant</b></p> <p>Chat, play board games, enjoy a pool game or cards in a relaxed atmosphere. Get to know a variety of people. The CSP's Open House occurs four weekday afternoons each week, choose what works for your schedule. Team of two volunteers can work together.</p>	
<p>Guild Incorporated</p> <p>West of South St. Paul</p> <p>CONTACT: Jeanne Tramel Rasmussen volunteer@guildincorporated.org (651) 450-2220 ex. 18</p>		<p><b>Volunteer Services Assistant</b></p> <p>Help find great people like you! Assist with recruitment activities, correspondence, database maintenance, event planning, program management and other tasks. Weekday business hours.</p>	
<p>Guild Incorporated</p> <p>West of South St. Paul</p> <p>CONTACT: Jeanne Tramel Rasmussen volunteer@guildincorporated.org (651) 450-2220 ex. 18</p>		<p><b>Fabulous Friend</b></p> <p>Hang out with the guys! Through activities such as board games, walks, conversation or going on outings; interact with one or more of the four adult male residents of a group home. Flexible schedule is available; including evening and weekend hours.</p>	
<p>Guild Incorporated</p> <p>West of South St. Paul</p> <p>CONTACT: Jeanne Tramel Rasmussen volunteer@guildincorporated.org (651) 450-2220 ex. 18</p>		<p><b>Development Assistant</b></p> <p>Provide administrative support, writing, research, special event planning, donor cultivation and/or other tasks for the development department. Weekday business hours are available.</p>	

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
<p>HandsOn Twin Cities</p> <p>Centro 1915 Chicago South Minneapolis, MN</p>	<p>Tuesdays, 11:15 a.m.-1:15 p.m.</p>	<p><b>Fill the Food Shelf</b></p> <p>Centro is a multiservice agency partnering primarily with Latino and Chicano families in Minneapolis. The agency offers a broad range of holistic services, among them a food shelf, which is flooded with food deliveries every Tuesday a volunteer Project Coordinator is needed to oversee volunteers in unloading, sorting, organizing, and repackaging food for easy redistribution.</p> <p>The Project Coordinator is the liaison between Centro, HandsOn Twin Cities, and volunteers. He or she will communicate with volunteers interested in participating in the project, confirm project details with Centro and provide overall leadership to each project. Training will be provided, and a representative from Centro will be onsite to assist throughout the project.</p> <p>3-5 volunteers are also needed to manage the project.</p>	
-----			
<p>Jeremiah Project</p> <p>Jeremiah Program, Minneapolis or Saint Paul locations</p> <p>CONTACT: Beth Garland bgarland@jeremiahprogram.org 612-259-3011</p>	<p>Tues/Thurs/Sat</p>	<p><b>Caring for Kids</b></p> <p>Help out in the child development center</p>	<p>Max: 8-10 Min: 4</p>
-----			
<p>Jeremiah Project</p> <p>Jeremiah Program, Minneapolis or Saint Paul locations</p> <p>CONTACT: Beth Garland bgarland@jeremiahprogram.org 612-259-3011</p>	<p>Tues/Thurs evenings</p>	<p><b>Cook For Kids</b></p> <p>Provide a meal to families</p>	<p>Min: 4-5 Max: 8-10</p>
-----			
<p>Lyngblomsten</p> <p>1415 Almond Avenue, St. Paul, MN 55108</p> <p>CONTACT: Melanie Davis volunteer@lyngblomsten.org 651-632-5358</p>	<p>M-F mornings: 10am-11am, M-F afternoons: 3:30pm-4:30pm</p>	<p><b>Activity Leader</b></p> <p>From a list of provided activities, choose the one that interests you and engage the tenants. Chose a day and time that works for you.</p>	
-----			
<p>Lyngblomsten</p> <p>1415 Almond Ave, St. Paul, MN 55108</p> <p>CONTACT: Melanie Davis volunteer@lyngblomsten.org 651-632-5358</p>	<p>Sat &amp; Sun: 8:30am-9:30am</p>	<p><b>Weekend Toast &amp; Coffee</b></p> <p>Interested in coffee talk? This opportunity could work for a family, couple, or individual. Set up toast and coffee and socialize with the tenants.</p>	
-----			

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
Lyngblomsten 1415 Almond Ave, St. Paul, MN 55108 CONTACT: Melanie Davis volunteer@lyngblomsten.org 651-632-5358	Tues, Wed, Thurs: 10:45am to 2:15pm	<b>Dining Helpers Needed!</b> Energetic and friendly volunteers are needed to assist with greeting, serving, and cashiering in the new 5-5-1 Club & Café!	
-----			
Lyngblomsten 1415 Almond Avenue, St. Paul, MN 55108	MTWF, daytime hours.	<b>Drivers Needed!</b> The wheels on the bus need YOUR help to make them go round and round! Lyngblomsten needs volunteer drivers to transport tenants and older adults in the surrounding community to and from medical appointments, 5-5-1 Club community center activities, grocery shopping, the bank, and other errands. Training is provided, no special license is required. Volunteer drivers must be at least 18 years old, have a valid driver's license, and pass a criminal background check.	
-----			
CONTACT: Shannon Parker volunteer@lyngblomsten.org (651) 632-5358			
Neighborhood Involvement Program Minneapolis, MN	Ongoing opportunity: from Oct. 23 to Nov. 15	<b>Rake Yards for Seniors</b> Groups of volunteers are needed to rake yards for seniors. If possible volunteers can provide rakes, gloves, and plastic bags.	
			Group Event
-----			
Our Fair Carousel Inc Como Park - 1245 Midway Parkway - St Paul	Ongoing opportunity	<b>Carousel Volunteer</b> Help operate Cafesijian's Carousel, working with children and diverse populations. -Sell tickets, make change, greet customers, answer questions about the carousel. -Work the ride, take tickets, assist riders, monitor ride. -Work gift booth, use register, make change, finalize sales.	
-----			
CONTACT: Tamara O. Beckly 651-489-4628			
Planned Parenthood Highland - Saint Paul	4:30-6:00 pm	<b>Clinic Escorts</b> You will provide a peaceful non-confrontational presence outside Planned Parenthood's clinics during periods of picket activity. You will welcome and guide patients/staff/visitors into the building, giving them directional assistance. You will monitor picket activity to ensure visitors aren't harassed. Must be available on weekday mornings. 6 month commitment required	
-----			

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
Planned Parenthood Uptown Minneapolis	Monthly Commitment - 4-6 hours	<p><b><i>Super Activist</i></b></p> <p>Be a pro-choice superhero! Participate in Public Affair grassroots advocacy activities by attending monthly advocacy events, participating in visibility events, and communicating with policy makers by email/phone. Help recruit community members to Planned Parenthood's email advocacy network as well as additional Super Activists. Must have great interpersonal and written communication skills and an outgoing personality.</p>	
Planned Parenthood Highland - St. Paul	3-4 hours/week for six months; Monday-Friday between the hours of 9-5	<p><b><i>Chart Logging Assistant</i></b></p> <p>In this role, you will complete an approximately six month long project to log information from patient records and prepare records for storage by documenting patient information and determining if charts can be destroyed or stored. Must support Planned Parenthood's mission, be able to maintain confidential information, be detail-oriented, reliable and have good written/oral communication skills. 3-4 hours/week for around six months. Must be available anytime Monday-Friday between the hours of 9-5. Position based in St.Paul.</p>	
Planned Parenthood Multiple Locations	M-F 9-5	<p><b><i>Special Projects on Call</i></b></p> <p>Check out this extremely flexible yet extremely important position at Planned Parenthood. As a Special Projects volunteer, you will be on call to help as needed with projects throughout the agency, such as mailings, data entry, filing projects, research projects, etc. Hours vary based on projects available and your availability. Located at Minneapolis or St. Paul offices.</p>	
Planned Parenthood Multiple Locations	5 hours/week, must be available 2-6PM on Mondays	<p><b><i>Que Onda Community Education Coordinator</i></b></p> <p>The Education and Outreach department at Planned Parenthood reaches out to educate youth and adults in the community about healthy sexuality and reproductive health care and rights. The Que Onda Community Education Coordinator will assist staff with the class preparation and facilitation of Que Onda, an education program for Spanish-speaking youth. Required qualifications include successful completion of a background check, Spanish fluency and cultural competency skills, and some knowledge on reproductive health topics. 5 hours/week, must be available 2-6PM on Mondays for class meetings.</p>	

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
Planned Parenthood Minneapolis - Centro de Salud	Thursdays 12-4	<b>Clinic Administrative Assistant</b> You will initiate clinic processes and complete clerical tasks and general office procedures. Patient record and file maintenance are required tasks. This position is essential to patient flow and to the smooth and efficient operation of the total clinic system. Our best candidates will have prior customer service and office experience, superior communication skills and the ability to file records and files accurately. Note, Spanish language skills are not required.	
-----			
Planned Parenthood Uptown Minneapolis	8:30-1:00 or 12:30-5:00 shifts anytime Monday-Friday	<b>Building Receptionist</b> Help us welcome visitors to our Uptown Minneapolis Planned Parenthood location while providing general administrative support to the building. As the Building Receptionist, you will welcome visitors, patients and staff at the reception desk, as well as provide other support duties such as accepting deliveries, ordering/managing building office supplies, troubleshooting/contacting tech support for computer/printer/fax problems, and working with staff to identify and find solutions for any needs that arise throughout the building. Must be available for either 8:30-1:00 or 12:30-5:00 shifts anytime Monday-Friday, otherwise schedule is flexible. Six month commitment requested.	
-----			
Planned Parenthood Uptown Minneapolis		<b>Scrapbook Coordinator</b> Educate youth and adults in the community about healthy sexuality and reproductive health care and rights. You will be responsible for creating and maintaining a scrapbook for Mother-Daughter/Son Retreats. These retreats are for daughters and sons, ages 10-12, and their mothers focusing on puberty, healthy sexuality, family communication and connection.	
-----			
PPL Industries PPL Learning Center - 1925 Chicago Ave	Wednesdays - 9:00 am - 11:00 am	<b>Mock Interviewer</b> Conduct mock interviews and provide encouraging and constructive feedback to Train to Work program participants preparing for the job search process. As part of our pool of interviewers you will be called upon mostly to fill scheduled sessions.	
CONTACT: Jim Fournier Jim.fournier@ppl-inc.org (651) 455-5111			
-----			
PPL Industries PPL Housing in Minneapolis, St. Paul, St. Louis Park, and New Hope	Mon thru Fri, 4:30-6:30 pm	<b>Tutor/Mentor</b> Support academic growth and intellectual curiosity by tutoring/mentoring 1-2 youth in the PPL Scholars (grade K-5) and PPL Leaders (grades 6-8) programs. Provide homework help, support progress in core academic subjects, as well as explore new subjects. Serve as a positive role model while supervising fun enrichment activities, field trips, and service projects with PPL youth.	
CONTACT: Joan Bennett Joan.bennett@ppl-inc.org (651) 208-4416			
-----			

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
PPL Industries PPL Learning Center - 1925 Chicago Ave. South - Mpls  CONTACT: Joan Bennett Joan.bennett@ppl-inc.org (651) 208-4416	Wednesdays 4:30-6:30 pm	<b>Tech Time Volunteer</b> Support PPL Scholars participants (grades 1-5) in developing basic computer skills. Also assist staff n guiding students through a group calendar project that utilizes Microsoft Office applications and the internet.	
PPL Industries PPL Learning Center - 1925 Chicago Ave.  CONTACT: Jim Fournier Jim.fournier@ppl-inc.org (651) 455-5111	Mon - Fri. between 9:00 am - 4:00 pm	<b>Community Access Lab Aide</b> Work one-on-one with clients to teach basic computer skills and provide guidance in the job search process.	
PPL Industries PPL Industries - 1179 15th Ave. SE, Mpls  CONTACT: Jim Fournier Jim.fournier@ppl-inc.org (651) 455-5111	Mon. - Fri. (1 hour session) 8:30 am - 4:00 pm	<b>Adult Academic Support</b> Tutor adults working towards their Graduate Equivalency Exam (GED) completion, clients who need help with Adult Basic Education and computer skills, or English Language Learners (ELL)	
PPL Industries  CONTACT: Jim Fournier Jim.fournier@ppl-inc.org (651) 455-5111	flexible hours 8:00 am - 4:00 pm	<b>Brush'n and Roll'n</b> Brighten our walls with paint. Adult groups are needed for one-time painting projects at PPL housing sites in an effort to provide decent, affordable rental housing in the city. A group of 12 or more can finish a project in 3-4 hours.	
Quatrefoil Library 1619 Dayton Avenue, St. Paul CONTACT: Dan Hanson 651-641-0969	ongoing	<b>Committees</b> Publicity, Operations, Membership, Newsletter writers	Group Event
Quatrefoil Library 1619 Dayton Avenue, St. Paul CONTACT: Jeremy Wardein 651-641-0969	1 time per month	<b>Library Help</b> Circulation Desk: Check out DVD's and books; assist customers. Cataloguing: Classify books, DVD's and videos	
Quatrefoil Library 1619 Dayton Avenue, St. Paul CONTACT: Dan Hanson 651-641-0969	ongoing	<b>Outreach to Students</b> Talk up the Q Library to other interested students.	

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
Resource Center of the Americas  3019 Minnehaha Ave S., Ste 20 Minneapolis, MN 55406	Mon Nov. 30 and Wed Dec. 2 6-9 p.m. and Sat Dec 5 10 a.m.-12 p.m.	<b>Phone Banking for End of the Year Member Drive</b>  Volunteers will help staff our weekly phone banks, calling members and potential members informing them of our recent activities and asking them to renew or become members.	
-----			
Saint Paul Public Library Homework Centers  Rondo Community Outreach Library, Rice Street, Sun Ray, Dayton's Bluff, Riverview  CONTACT: Beth beth.lokken@ci.stpaul.mn.us 651-266-7433	Monday to Thursday; Sunday	<b>Mentoring</b>  Volunteers act as mentors and provide enthusiastic leadership for students. Volunteers should be comfortable working and interacting with diverse populations. No experience necessary; training is provided. Shifts: 3:00 pm - 7:00 pm; 1:00 pm - 4:00 pm	
-----			
Saint Paul Schools' Early Childhood Family Education  5 different sites in Saint Paul	Morning and afternoon times vary by site, shifts are usually 2 hours in length. Fall semester runs 9/11/09 thru 1/27/10; Spring semester runs 2/1/10 thru 6/1/10	<b>Family Literacy Program</b>  The Saint Paul ECFE (Early Childhood Family Education) Family Literacy program is currently seeking volunteers to assist with adult ELL learners. The program has diversity in both culture and English language skill levels. There are nine morning and afternoon programs, located in district schools and public housing community centers. Parents come with their children, ages birth – five, three times a week.	
-----			
CONTACT: Michael Blissenbach michael.blissenbach@spps.org (651) 793-5425  Science Museum of Minnesota  120 W. Kellogg Blvd. - St. Paul	Tuesdays 9:30 AM to 12:00 PM	<b>Tuesday Playdates</b>  Work with parents and young children to create take-home crafts related to basic scientific concepts. Help encourage young children to explore the world around them!	
-----			
Science Museum of Minnesota  120 W. Kellogg Blvd. - St. Paul  CONTACT: Heather hcox@smm.org 651-221-9453	Ongoing - 10:30 AM to 12:00 PM	<b>Friday Preschool Science Classroom Assistant</b>  Volunteers are needed to assist a trained instructor in our early childhood program. Preschool aged children will explore ideas related to science, technology, engineering, and math. Benefits: discounts for food/coffee and Explore Store, free tickets, etc	
-----			

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
Simpson Housing Services	6:00-7:30pm	<b>Homeless Shelter Evening Meal</b> Description: Purchase, prepare and serve a meal to 25 guests in Simpson's women's shelter. Well-balanced meals are appreciated. The volunteer limit is five: shelter is very small. Meal calendars are listed at www.simpsonhousing.org	Max: 5
CONTACT: Barbara Glaser bglaser@simpsonhousing.org			
St. Paul Recreation Center  25 W. 4th St. 400 CHA Saint Paul, MN 55102	Any weekday anytime between 2:30 and 6:00 p.m.	<b>Rec Check</b>  Volunteers commit to a regular or weekly session in which they teach environmental programming to children after school.	
CONTACT: Allison Bunge alison.bunge@ci.stpaul.mn.us (651)632-2453			
St. Paul Recreation Center  25 W. 4th St. 400 CHA Saint Paul, MN 55102	Oct. 15-16, Dec. 28-30, March 29-31, April 1-2; Time schedule varies by grade.	<b>No School Day</b>  Volunteers commit to at least one single hour session teaching environmental curriculum to school-age children. St. Paul Parks and Recreation can provide the programming or the volunteers can come up with it on their own.	
CONTACT: Allison Bunge alison.bunge@ci.stpaul.mn.us (651)632-2453			
TreeHouse  5666 Lincoln Dr, Suite 201 Edina, MN 55436		<b>Administrative Volunteer Intern</b>  To perform the front desk responsibilities of answering the telephone, receiving visitors and assisting with corporate office projects.	
CONTACT: Calli Moreau cmoreau@treehouseyouth.org			
United Way  House of Charity 714 Park Ave S Minneapolis, MN 55404	Nov. 12 7:15-9:00 a.m. and Nov. 13 7:15-9:00 a.m.	<b>Serve Breakfast at House of Charity</b>  Volunteers are needed to prepare and serve meals at the House of Charity. Volunteers must be 18 or older.	8
CONTACT: Julie Dyste dystej@unitedwaytwincities.org			
United Way  Neighborhood House 179 Robie Street St. Paul, MN 55107	Oct. 30-Nov. 30 9:00 a.m.- 5:00 p.m.	<b>Volunteer at the Food Shelf</b>  Volunteers are needed to to assist staff members, stock shelves, repackage bulk items, keep the fold shelf space clean, conduct intake interviews and assist participants with shopping.	unlimited
CONTACT: Julie Dyste dystej@unitedwaytwincities.org			

ORGANIZATION - LOCATION - CONTACT INFO	DATE	EVENT - DESCRIPTION	NUMBER OF VOLUNTEERS
United Way Volunteers of America of MN 7625 Metro Blvd Edina, MN 55439	Oct. 31-Nov. 16	<b>Thanksgiving Event in a Box</b> The United Way is looking for groups to hold Thanksgiving food and grocery store gift card collection drives at their business, organization, or church, pack up the food, and deliver it to a Volunteers of America-Minnesota program site the week of November 16th. Groups need to be registered in advance.	Group Event
CONTACT: Kristin Cook kcook@voamn.org 952-945-4039			
University Academies for Boys and Girls at North End Elementary	Ongoing, various times. Minimum 20 hours per semester.	<b>Classroom assistance</b>	
University Academies for Boys and Girls at North End Elementary 27 E Geranium St. Paul, MN 55117		Volunteers are needed on a long-term basis (minimum 20 hours per semester) to help classroom teachers with academic activities, affording students small group and individual attention within regular classroom time. Classroom assistance opportunities vary due to need; a regular schedule for service is preferred. All volunteers must submit to a background check.	
CONTACT: Julia Schumacher julia.briggs.schumacher@gmail.com 293-8795 ex. 239			
University Academies for Boys and Girls at North End Elementary	Ongoing, 11 a.m. to 1 p.m. daily, minimum 20 hours per semester	<b>Lunchroom supervision</b>	
University Academies for Boys and Girls at North End Elementary 27 E Geranium St. Paul, MN 55117		Volunteers are needed on a long-term basis (minimum 20 hours per semester) to help paraprofessional educators help monitor students in the lunchroom. All volunteers must submit to a background check.	
CONTACT: Julia Schumacher julia.briggs.schumacher@gmail.com 293-8795 ex. 239			
University Academies for Boys and Girls at North End Elementary	Ongoing, M or W 9:00 a.m. - 3:30 p.m. and Friday 9:00 a.m.-12:00 p.m.	<b>Library Organization</b>	
University Academies for Boys and Girls at North End Elementary 27 E Geranium Ave St. Paul, MN 55117		Volunteers are needed to help the librarian inventory, organize, label, and shelve books. A basic knowledge of Microsoft Word and Excel preferred.	
CONTACT: Julia Schumacher julia.briggs.schumacher@gmail.com 293-8795 ex. 239			
Wilder Foundation 451 Lexington Pkwy North, St. Paul, MN	Ongoing opportunity	The Wilder Foundation offers a number of different volunteer opportunities: mentor a troubled child, participate in social activities for seniors, or take part in any of the countless other opportunities on a one-time, part-time or regular basis.	
CONTACT: Donna Osterbauer volunteers@wilder.org			

**ORGANIZATION - LOCATION -  
CONTACT INFO**

**DATE**

**EVENT - DESCRIPTION**

**NUMBER OF  
VOLUNTEERS**

William Mitchell College of Law

Thursday, December 3 or  
Friday, December 4. 8:00  
a.m.-3:30 p.m.

***Volunteer Juror***

875 Summit Avenue  
St. Paul, MN

Volunteers are needed to act as a juror to participate in mock trials. You don't need any special training to serve as a volunteer juror. Your feedback is very important to the legal education system as it helps train lawyers to better serve the needs of their clients. Breakfast and lunch will be provided.

CONTACT: Jennifer Miller [jennifer.miller@wmitchell.edu](mailto:jennifer.miller@wmitchell.edu) 651-290-6314

---