



Volunteer Opportunities

Long Island is a better place because you care!

(516) 292-1300 ext. 2224

Tutoring & Mentoring Opportunities

	PROGRAM	VOLUNTEER TASK	LOCATION/ TIMES	VOLUNTEER RESPONSIBILITIES
1.	Project Independence Suffolk /Nassau	Tutor high school and/or college students	Holbrook & various locations on Suffolk's South Shore, Nassau County (Hempstead area) Monday – Friday, after school & evening hours. 2-hour minimum.	Tutor students in the foster care system in math, reading, writing and general organizational skills. Tutoring is on a one to one basis and can take place in a supervised setting i.e.: program office, library or at the student's home. Training and on-going supervision provided. No driving required. Nassau—help with college papers, rides to interviews, workshops, needs to drive.
2.	*NFTE (National Foundation for Teaching Entrepreneurship) *Fall '05 Start*	Mentor teens and young adults	Hempstead—126 N. Franklin Avenue Monday evenings, 4 to 7 3:30-5:30 Dec. to June	Mentor teens and young adults working on improving their academic, business, technology, and life skills. Training and on-going support provided.
3.	P.P.I.P. (Pre & Post Institutional Program)	Mentor teens and young adults.	Hempstead – 126 N. Franklin Ave. Mon. thru Fri. Flexible hours.	Mentor teens and young adults working on improving their academic, business, technology, and life skills. Training and on-going support provided. Basic computer skills necessary.
4.	Mentoring Program* *(summer camp—5 to 12 (K—6 gr. From 8:30 am to 5:30 pm M to F)	Mentor youth in fourth grade and/or eighth grade. Mentor to be 25+	Hempstead—school year, after school hours then Am + Pm hours in the summer. Weekend opportunities available every other Sat 12-2 pm. 2-hr/wk commitment.	Mentor a child age 7-8 or 12-13 on a weekly basis. Adult mentors will be matched with a Family and Children's client to participate in weekly activities, attend field trips, and create a bond of friendship, support and guidance. All mentors will receive extensive training and ongoing support. All mentoring activities will be supervised.

5.	PACT Summer Camp (5 week program runs from early/mid July to August)	Assist Summer Program Coordinator w/ camp activities for 12-14 year olds	T, W, Th 9 am to 2 pm 9 am to 4:30 pm on trip days	Assist w/ day camp activities, assist staff w/ daily program activities, help w/ snacks, monitor children on trips, participate in workshops, organize games, etc.. Orientation and supervision provided.
6.	Vocational/Educational Program	Tutor/mentor teens & adults. Tutor = 18+ Tutoring is with individuals or small groups	Hempstead Mon – Thur 9:30 -12, 1-3 Friday 9:30-12 Flexible	Help improve students' educational skills in reading, writing, math, GED preparation, computers, resume writing, & interview techniques. Assistance is needed for all skill levels. Training and supervision provided.
7.	Nassau Haven	Assist staff at an emergency shelter for teens. Tutor/mentor residents ages 10-20	Wantagh M- F 4 pm – 7 pm	Work with runaway and homeless youth in a home setting by tutoring and mentoring. Volunteer tasks include recreational activities, playing board games, assisting them with skills i.e. job interviewing, resume writing, computers, homework help, GED study guides, etc. Also looking for people with fitness skills, beauty skills, yoga.
8.	Walkabout for Young Men & Women	Tutor/ Mentor teen residents ages 16-20	Freeport Weekday afternoons, evenings & weekends. 2-3 hr commitment per/wk for 1 yr.	Support formerly homeless and runaway teenagers by tutoring, mentoring and providing vocational assistance. Volunteer tasks include recreational activities, playing board games, assisting with interview skills, resume writing, computer skills, preparing for GED tests and college.
9.	The Family Center & HCBS Programs	Respite & Skill Building work with children who suffer from mental illness (18 yrs & older volunteers/ Student interns 10 to 15 hrs/wk.	Various locations across Long Island Weekday afternoons Flexible evening/weekend opportunities available. Commitment of 5 hours per week/yr. Student projects good	Provide supervision and work on interpersonal skills on a one to one basis by taking children to public situations (movies, bowling, pet stores, etc). An added benefit is that the child's family receives their respite while you work with child. Training and supervision provided. Consistent volunteer schedule required.

10.	The Family Center & HCBS Programs	Supervise and play with children who suffer from mental illness.	Hempstead Every other Tuesday 6:30 –8:30 p.m.	Supervise activities and play with children in a small group setting while their parents attend a support group or workshop. Training is provided.
11.	PASS	Tutor/ Mentor elementary school children	Hempstead T, & TH 3:15 pm – 5 pm No summer After 3 mo 1 on 1 w/ parents permission.	Work with students in a group that is supervised. Homework help, strengthening reading and math skills and plenty of fun with academically enriching games. Strong relationships form with a weekly volunteer commitment.
12.	Hagedorn Family Resource Center After School Program	Tutor/ mentor elementary aged children (5 to 12, K-6) OPEN DURING HOLIDAY BREAKS	Hempstead M-F 3 pm – 6 pm (1 day/3 hrs ok)	Help tutor, and assist elementary school aged children. The first hour is homework help and tutoring. Every afternoon a different activity is offered including sports, computers and arts & crafts. Special programs/trips once a month! Supervision & training available. Two teachers (head and assistant)
13.	Lakeview House	Mentor/Tutor young men who suffer from mental illness ages 13-18	Lakeview Evening and Weekend opportunities with flexible hours – after school weekdays, some weekends (evening & weekend only direct care staff available)	Provide interpersonal skills, recreational activities (crafts, aerobics, art) services to the young men in a group home setting. Mentors can take residents on social outings in the community or work with youth in the home. Volunteers will receive supervision and on-going support (during working hours) and should be comfortable working with young men in a mental health facility.
14.	West Nassau Residence	Mentor to adults who suffer from mental illness	Elmont Weekday Evenings or flexible hours on weekends	Provide interpersonal skills training and tutorial services to adults living in a group home setting. Mentors can take residents on social outings in the community or work with residents in the home. Volunteers will receive supervision and on-going support and should be comfortable working with adults in a mental health facility.

Classroom Assistants Working with Children

	PROGRAM	VOLUNTEER TASK	LOCATION/ TIMES	VOLUNTEER RESPONSIBILITIES
15.	Palmer/Walker Nursery Co-Op	Classroom Assistant for infants & toddlers. No diaper changing	Hempstead M-F 9:30 am –12:30 pm CLOSED END JULY + AUG.	Assist the classroom teacher working with infants and preschoolers. Orientation, training & supervision.
16.	Children’s Center at Family Court and Cohalan Court—	Classroom Assistant for children ages infant – 12. Volunteer = 16+ ON CALL LIST NEEDED	Westbury and Central Islip M-F 9 am – 5 pm (9 to 1 and 2 to 5)	Bright sunny playrooms where children can learn and play while parents attend court. Volunteers interact with children, giving them much-needed personal attention. Volunteers also assist staff (coordinate activities with an emphasis on reading and complete intake forms). Patience and love for children are essential. On-going training and supervision available.
17.	Hagedorn Family Resource Center Day Care	Classroom assistant for children ages 3 to 5	Hempstead M-F 9-12 and 2:30 – 6:00	Help teachers in this day care center for children ages 3 – 5. Assist children with activities including playtime, story time, dress-up, and science. Also, assist with meals, snacks and other classroom routines. Training and supervision provided by 3 teachers per class (1 teacher and 2 assistants). Volunteers must be active and engaging.
18.	EvenStart Family Literacy Program	Tutor adults/parents (English & Spanish speakers a plus) Assist with early childhood center (infants to 3 years)	Roosevelt (45 Rose Ave.) Monday to Thursday 10 am to 1 pm-toddlers 10 am to 6 pm-adults	Volunteers tutor and assist adult participants in this family literacy program. Tutors bilingual in English and Spanish are real assets to the program. Volunteers can also assist staff with children in the early childhood center working with infants to 3 year olds. Volunteers receive support and training. Volunteers are asked to commit to one hour per week on a consistent basis.

Assisting Senior Citizens

	PROGRAM	VOLUNTEER TASK	LOCATION/ TIMES	VOLUNTEER RESPONSIBILITIES
19.	Financial Counseling Program	Telephone & face-to-face counseling. Give information & assistance on a variety of financial issues to adults.	Hempstead M- F 9 am- 5 pm 6 hours per week requirement	Provide one on one counseling to individuals, families & seniors on budgeting, money management, buying a home, consumer debt, mortgages, income tax preparation and other financial issues. All volunteers receive training and on-going support to learn information in financial areas that are of interest to them.
20.	Financial Counseling/ Bill Payer Program	Help seniors organize bills, balance checkbook, write out checks for seniors to sign. Must be available to meet for supervision during week.	4 hours per month (2 hours per visit) visiting seniors in their homes. Weekend opportunities available.	Assist senior citizens in their homes who need help organizing their bills, balancing their checkbooks, and writing out checks. The seniors make all financial decisions and sign their own checks. Volunteers receive training and supervision.
21.	HIICAP (Health Insurance Information Counseling and Assistance Program)	Telephone and/or face to face counseling, give information & assistance on health insurance for seniors 60 and over.	Hempstead M-F 9 am – 5 pm	Counsel seniors on health care options including Traditional Medicare, Medicare HMO's, Medigap, Prescription Drug and Long Term Care Insurance. Assist seniors to resolve medical billing disputes. Volunteers work directly with clients through telephone or in-person counseling sessions. Volunteers receive training and support.
22.	Ombudservice	Resident Advocate	Various locations across Long Island 4 hours per week (and an initial 36 hour training program)-no evenings	Serve as resident advocate in nursing homes, assisted living or adult homes in Nassau County. Address resident issue & work to resolve the complaints. The commitment for this volunteer position is two years. Training is held twice a year.
23.	Garden City Senior Project	Various opportunities to assist seniors who may need shopping, companionship, etc.	Monday – Friday, 9-5	Assist Garden City seniors who are homebound or socially isolated with information, shopping, companionship, etc. Supervision ongoing.
24.	Community Guardianship Program	Assist senior clients by providing errands and helping with basic	Hempstead & various locations in Nassau Cty.	Provide errands for homebound seniors including grocery shopping, banking, delivering papers to court buildings, and picking up

		chores.	Mon. to Fri. 9 am to 5 pm	documents from government offices and friendly visits. Training and supervision provided. Driver's license necessary.
25.	Home Share/Long Island	Assistant to Program Coordinator	Mon. thru Fri. Hempstead 9:30 am to noon 3 hrs./wk (very flexible)	Assisting Coordinator in working with both the senior homeowners and prospective tenants in the office. After training, possible outreach in the community. Ongoing supervision and training.

Clerical/Receptionist Duties

	PROGRAM	VOLUNTEER TASK	LOCATION/ TIMES	VOLUNTEER RESPONSIBILITIES
26.	Hicksville Counseling and Resource Center	Receptionist	Hicksville M, T & W 9am – 5pm 4 hours per day	Assist in this busy counseling center by answering phones, taking client intakes, and counselor messages. Client interaction. Training and supervision provided.
27.	Long Island Counseling Center/ACT Program	Clerical (filing, faxing, photocopying, answering phones and some computer work).	Elmont M- Th 9 am – 9 pm Friday 9 am – 5 pm Saturday Mornings	Assist in this counseling center by performing clerical duties and by keeping the waiting room and office organized. Great opportunity to build skills before entering the work force. Client confidentiality a must.
28.	Hempstead Chemical Dependency Treatment Center	Medical Records Clerk (Volunteer = mid 20s + up)	Hempstead Monday-Friday, 9-5 (one hour lunch)	Typing, filing *computer skills. Assist with filing, typing and development of forms on computer. Some photocopying, word processing. Training and supervision provided.
29.	Hempstead Chemical Dependency Treatment Center	Receptionist	Hempstead Tu, W, Th, F 9 am – 3 pm	Assist front desk staff with answering phones, greeting and directing clients and visitors, mail distribution and photocopying.
30.	Roosevelt Counseling and Resource Center	Receptionist 175 Nassau Blvd.	Roosevelt M,W, Th 9 am – 8 pm T, F 9 am – 5 pm	Assist at the front desk of this counseling center by signing clients into the office, answering phone calls, and entering some computer data.

31.	Fiscal	Clerical assistance	Mineola Mon. to Fri. 9 am to 5 pm (4 hrs. shifts ok., 2xs?wk)	Assisting in the completion of funding source reimbursement claims.
32.	Human Resources	Clerical	Mineola Mon. – Fri. 9 am to 5 pm	Assist HR Dept. with filing, photocopying, etc. Organizational skills important. Training and supervision provided. Confidentiality a must!

Other Options!

	PROGRAM	VOLUNTEER TASK	LOCATION/ TIMES	VOLUNTEER RESPONSIBILITIES
3 3.	Teaching Kitchen	Teach Basic Cooking Skill	Hempstead Weekday Afternoons	Teach basic cooking and food handling skills to young adults interested in pursuing a career in food services.

**Your creativity and skills will help improve the quality of service
provided to Family and Children's clients!
Volunteer Services**

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