



The Volunteer Center
of Southwestern Fairfield County

62 Palmer's Hill Road, Stamford, CT 06902
 Phone: 203-348-7714 • FAX: 203-967-9507

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THE VOLUNTEER CENTER



The Volunteer Center
of Southwestern Fairfield County

A HANDBOOK OF
VOLUNTEER
OPPORTUNITIES
FOR HIGH SCHOOL
STUDENTS
IN
GREENWICH

www.ucanhelp.org

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The Volunteer Center of Southwestern Fairfield County is funded by the United Way of Greenwich, and Western CT, Stamford Office..

VOLUNTEERING

"We make a living by what we get, we make a life by what we give."

~ Winston Churchill

Thank you for your interest in volunteering. Sharing your time and talents is a valuable contribution to your community. We hope you get as much from your volunteer experience as those you serve.

BENEFITS OF VOLUNTEERING

- Feels good
- Learn a new skill
- Meet interesting people
- Gain a new perspective on things
- Be a part of a team
- Caring is contagious
- It is FUN!

SEEKING A VOLUNTEER POSITION

- Phone the nonprofit agency and ask to speak with the volunteer coordinator.
- Let the volunteer coordinator know how you found out about the volunteer opportunity.
- Describe your interest in volunteering and your availability.
- Give a brief description of your skills, work history or previous volunteer experience.
- Ask to meet with the volunteer coordinator to learn more about the volunteer position.

VOLUNTEER TIPS

- Nonprofits rely on their volunteers. Please let your agency contact know if you are unable to volunteer or if your schedule changes.
- No task is meaningless. Tasks such as stuffing envelopes or making photocopies are a big help to staff members. Your willingness to help with any task is much appreciated.
- Please be open to training.
- Please be prepared to observe confidentiality rules.
- Have FUN!

OPPORTUNITIES HELPING WITH SPECIAL EVENTS

Adopt-A-Dog

"Puttin' on the Dog": Roger Sherman Baldwin Park, Greenwich

Contact: Kerrin Coyle: (Day) 203-409-7062 or (Evenings) 203-869-4857 email preferred kerrinc@vwtl.com or kerrin@adoptadog.org

Adopt-A-Dog's annual "Puttin' on the Dog" event will be held on Saturday, September 25th, 2010, with a rain date for Sunday 26th September 2010. You must commit to both dates. This will be our 23rd year. Help is needed with set up on Friday September 24th as well. Volunteers can help during the event by working the different jobs of the festival. Volunteers can choose 1/2 day from 7am to 12noon / 12noon to 5pm or full day to volunteer. A form will be sent to the volunteer so you can decide where you would like to work. When calling to leave a message, make sure to leave your name, address, phone number and email address. Speak in a clear and slow voice. Volunteers must come ready to work and must complete five hours of work in order to have their paperwork signed. Puttin' on the Dog is a fundraiser for their animal shelter called Adopt a Dog and Cats too in Greenwich, Ct. and Armonk, NY.

Bartlett Arboretum & Gardens: 151 Brookdale Road, Stamford

Contact: Barbara Rossi: 203-322-6971

Summer Concerts July and August (call for dates). Volunteers are needed from 4:30 pm for about two hours to help with parking, ticket taking and with beverage sales. Spring and Fall Plant Sales: The Spring Plant Sale is always the Saturday before Mother's Day, Fall Sale on a Saturday—date to be announced. Volunteers are needed on both days from 8:00 am to 4:00 pm to help with cashiering, parking and clean-up after the sale.

Stamford Museum & Nature Center: 39 Scofieldtown Rd., Stamford

Contact: Cathryn Oullghan : 203-322-1646 Ext. 6530

Volunteers are needed to help out at the following events held at the Museum:

Native American Arts Festival: September 26, 2009 11 am to 3 pm

Harvest Festival: October 18, 2009—11 am to 4 pm

Touch A Truck: November 1, 2009— 11 am to 3 pm

Holidays on Heckscher Farm: Fridays in December 3 pm to 7 pm

Maple Sugar Sunday: March 7, 2010—11 am to 3 pm

Model Ts to Mustangs, May 1, 2010- 11 am to 3 pm

Spring on the Farm: May 16, 2010- 11 am to 4 pm

THE VOLUNTEER CENTER

Greenwich Green and Clean: 113 Pemberwick Road, Greenwich

Contact: Mary Hull: 203-531-0006

Help make Greenwich beautiful and environmentally sound. Volunteers are needed to help with landscaping on public property. Opportunities to help with office work as well.

Greenwich United Way: 1 Lafayette Court, Greenwich

Contact: Tom Gabriel: 203-869-2221 tgrabriel@unitedway-greenwich.com

Help is needed during the United Way campaign from late September through May with mailings, filing, and general clerical duties.

Contact: Jenny Byxbee: 203-869-2221 jbyxbee@unitedway-greenwich.com

Help is also needed for support with on-going youth community service projects and fundraisers from September—July with Junior United Way.

Jewish Family Services of Greenwich: One Holly Hill Lane, Greenwich

Contact: Rachelle Owen: 203-622-1881

Help with occasional special event mailings.

Rummage Room: 191 Sound Beach Avenue, Old Greenwich

Contact: Maria Drieghe: 203-637-1875

Help is needed coordinating their stock. Work with other volunteers pricing and displaying the merchandise. Ages 16+ with flexible hours. Hours are 9:30 am to 5 pm Monday through Friday and 9:30 am to 1 pm on Saturdays. Closed the month of August.

St. Luke's LifeWorks/Bread & Roses: 141 Franklin Street, Stamford

Contact: Elaine Osowski : 203-388-0187

Groups of volunteers can do outdoor clean-up/gardening projects in a number of locations in the Stamford area. They welcome individuals or groups bringing their own thoughts and creative ideas to support and assist in all our program areas.

Stamford Museum and Nature Center: 39 Scofieldtown Road, Stamford

Contact: Cathryn Oullighan : 203-322-1646 Ext. 6530

The Stamford Museum has an ongoing need for volunteers in the areas of carpentry, maintenance, farm & animal care, gardening, clerical work and special events.

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OPPORTUNITIES WORKING WITH CHILDREN

**American Red Cross Greenwich Chapter: 99 Indian Field Road, Greenwich
Contact: Lauren or Ron at 203-869-1276**

Volunteers can participate in the "Homework Club," a program which matches high school students with children in an after-school mentoring setting. Volunteers are asked to commit to one hour a week once a week. This program is offered at various schools in the area. The Youth Council is a group of community-minded youth who carry out service projects in town.

**Bruce Museum: 1 Museum Drive, Greenwich
Contact: Mary Ann Lendenmann: 203-413-6746**

Are you creative? Little kids love the Bruce Museum, there is always some activity to involve them. Help with creative projects at Family Days & annual Arts/Crafts Festivals.

**Community Centers Inc.: 61 East Putnam Ave., Greenwich
Contact: Kathy Stillson 203-869-1276 ccjgreenwich@juno.com**

Volunteers are needed for Homework Clubs at Julian Curtiss, New Lebanon & The International School at Dundee Elementary Schools. Homework Clubs are hour-long group study programs. Volunteers are asked to help second through fifth grade students with their homework and to assist with twenty minutes of daily assigned reading requirements. The Homework Clubs meet from 2:45 p.m. to 3:45 p.m., Monday through Thursday. Every Friday afternoon from 4 to 6 p.m. is Movie Day at Community Centers. The children from all three housing developments in town come together for an afternoon of games, arts and crafts and to watch a rented movie. Volunteers are needed to assist program workers.

**Family Centers, Inc.: Greenwich
The Gateway Pre-School, 2 Chapel Street; Arch Street Pre-School, 40 Arch Street; Joan Melber Warburg Early Childhood Center, 22 Bridge Street
Contact: Jennifer Flatow: 203-869-4848 Ext. 2240**

Family Centers' Early Care and Education Program is in need of devoted volunteers who can assist daily in the classroom with our children. Volunteer sessions are available Monday through Friday from either 8:00a.m.-12:30 p.m. or from 2:45 p.m.-6:00 p.m. at one of three locations in Greenwich: The Arch Street Preschool (Arch Street), The Gateway Preschool (Chapel Street) and the Dancing Dolphins Class located at Armstrong Court. All volunteers will be supervised by licensed early childhood education teachers, and will help facilitate activities and learning experiences for children between the ages of 2 and 5 years old. Interested volunteers should have some experience working with young children, and experience in an early childhood setting is helpful. All volunteers are required to come in for an interview and to complete an application, volunteers must meet the minimum age requirement to volunteer (15), and those volunteers over the age of 18 must submit to a background check. Family Centers' Early Childhood Education Program is accredited by the NAEYC.

**Greenwich Boys & Girls Club: 4 Horseneck Lane, Greenwich
Contact: Melissa Hawkins 203-869-3224 Ext. 111**

Help is needed Monday through Friday from 2:30 to 5:30 pm. Students can volunteer to be homework aides, athletic aides and craft instructors. Interested volunteers can help with score keeping and/or coaching from 6pm to 8:30 pm.

OPPORTUNITIES HELPING AT MUSEUMS, THE ARTS, NATURE AND OFFICE WORK

**Audubon Greenwich: 613 Riversville Rd, Greenwich
Contact: Karen Dixon: 203-869-5272 Ext. 226**

Volunteers are needed to work as Nature Center education helpers, summer nature camp assistants, outside trail maintenance workers, and sanctuary maintenance.

**Bartlett Arboretum & Gardens: 151 Brookdale Road, Stamford
Contact: Barbara Rossi: 203-322-6971**

April through October volunteers are needed to help with the maintenance of annual gardens—weeding, watering, fertilizing and deadheading. In October through November, volunteers are needed to help with leaf clean up.

**Bruce Museum: 1 Museum Drive, Greenwich
Contact: Mary Ann Lendenmann: 203-413-6746**

If you like the beach become a naturalist at Bruce Museum's Seaside Center at Greenwich Point. Learn and teach visitors about our coastal environment as well as the animals and plants found in Long Island Sound. Assist the Summer Naturalist with educational programs and activities. Training is provided. The Center is open during the summer months of July and August. Commitment is one 3 to 4 hour shift per week. Become a Museum Ambassador. Help staff the information desk on weekends and holidays. You can provide a warm and welcome atmosphere, greeting visitors, answering questions and providing information on museum exhibits and membership. You are welcome to work on your lap tops while at the desk, as long as visitors have priority. Call for times.

**Greenwich Council-Boy Scouts of America: 63 Mason Street, Greenwich
Contact: Mike Robertson: 203-869-8424 Ext. 3007**

Help with light office support work which includes special projects, inventory, computer work and special events at the Scout office at 63 Mason Street. Participate in conservation projects at camp (Seton Scout Reservation, 363 Riversville Road). Duties include planting trees, cleaning trails, and various other camp-related activities. Visit their website www.greenwichscouting.org

**Greenwich Department of Health: 101 Field Point Road, Greenwich
Contact: Deborah Travers: 203-622-3782**

Volunteers are needed to assist in flu and immunization clinics by helping at registration desks, assisting with forms, data entry, etc. Orientation will be provided. Flexible dates and times throughout October and November.

New Covenant House of Hospitality: 90 Fairfield Ave, Stamford

Contact: Betsy Lopez: 203-964-8228

Volunteers are needed to help serve and clean up after the meals are finished. Lunch hours are from 12:30 pm to 1:30 pm. Monday to Sunday, and dinner is served from Monday to Saturday at 4:30 pm to 5:30 pm. Students must be 16 years of age to volunteer alone. Under 16 an adult must accompany student. Help is also needed cleaning inside and outside the premises.

Pegasus Therapeutic Riding: 310 Peach Lake Rd., Brewster, NY

Contact: Bill Prout: 203-253-3604

Pegasus provides riding lessons to children and adults with physical, mental and emotional challenges. Programs run year round. There are limited Connecticut locations as most of the programs are now in Brewster, NY. Volunteers must be at least 14 years old. No prior experience with special needs persons or horses is required. Volunteers assist by leading or side walking horses during classes. They may groom and saddle horses before a ride or greet riders, parents and caregivers. Volunteers should be willing to commit to 2 to 3 hours per week and commit to the same time periods each week.

St. Luke's LifeWorks: 141 Franklin Street, Stamford

Contact: Elaine Osowski: 203-388-0187

A small group of volunteers can purchase, prepare, serve and clean up a weekend breakfast or lunch or weekday dinner for residents of The Women's Housing Program (the women's shelter for lower Fairfield County).

The Salvation Army: 198 Selleck Street, Stamford

Contact: Capt. Brian Thomas or Capt. Ruth Thomas: 203-359-2320

Volunteers are needed for holiday sorting and packaging of foods. Volunteers will also be needed for "ringing the bells," and helping in their holiday "toy shop."

The Smith House: 88 Rockrimmon Road, Stamford

Contact: Jean Gleeson: 203-322-3428 Ext. 220

e-mail jgleeson@ci.stamford.ct.us

Assist with the elderly as a friendly visitor. Help residents get to/from recreational events within the facility, assist them in participation, etc. Picnics every Thursday with live entertainment on the premises from 11-1:00 pm. Teach residents to use a computer. Help with gardening, watering flowers, take walks with residents on the nature trail or assist with computer work. Weekend and after school opportunities according to activity schedule.

Voluntary Services for the Blind: 945 Summer Street, Stamford

Contact: Claudette Tallon: 324-6611

Volunteers encourage blind people to function independently and to fully utilize their abilities by providing a support system. Volunteers read to clients, act as drivers, friendly visitors and shopping assistants and home clerical assistants. Application and interview, plus a two hour orientation dealing with visually handicapped persons and guide dogs are required. Volunteer is asked to commit to at least a 6-month period.

Greenwich Family YMCA Child Care Programs: 2 St. Roch Ave., Greenwich

Contact: Sue Inglese: 203-869-3381

Child care aides are needed for early childhood and after-school programs for children ranging in age from 6 weeks to 10 years old. Monday through Friday 7:30 am - 6:00 p.m. Medical forms and records checks required.

Greenwich YWCA: 259 East Putnam Ave, Greenwich

Contact: Arthur Smith: 203-869-6501 Ext. 251

Volunteer assistant teachers are needed for our after-school program. Activities include arts and crafts, recreation games, cooking, and homework supervision. This opportunity would be working with a group of children ages 5 to 12. Monday through Friday 3-6 pm.

Greenwich YWCA: 259 East Putnam Avenue, Greenwich

Contact: Bruce Semer: 203-869-6501 Ext. 121

Volunteers needed to assist lifeguards and assist swim instructors for the YWCA swim program, weekday afternoons, Mon.—Thurs. and Sat. mornings.

The Historical Society of the Town of Greenwich

Bush-Holley Historic Site

Contact: Marybeth Nisco: 203-869-6899 Ext. 31

Volunteers are needed throughout the school year to assist with seasonal festivals, weekend family programs, and children's vacation workshops.

Kids in Crisis: One Salem Street, Cos Cob

Contact: Kristen Tomaszewicz 203-622-6556

The Kids in Crisis Youth Corps is a group of high school volunteers from throughout Fairfield County, Connecticut, who are dedicated to furthering the Agency's mission. Youth Corps members plan activities for our youngest residents (newborn – age 12); volunteer for special events; organize fundraisers, clothing, food and toy drives; raise awareness about Kids in Crisis, and much more! The Youth Corps meets the first Thursday of the month at the Depot in Darien from 6:30 – 7:30 p.m. Activities for our residents are typically on Saturdays from 11:30 a.m. – 1:30 p.m.

St. Luke's LifeWorks: 141 Franklin Street, Stamford

Contact: Elaine Osowski: 203-388-0187

Volunteers who can provide structured activities for children 10 and under can assist with child care and cleaning in the Bright Space area which is an indoor recreation area for children to use while their parents participate in adult learning programs. You must be 16 or older and provide two recommendation letters. Bring creativity, commitment and patience! Volunteers can organize monthly evening recreation activities or join in on existing evening activities for children in the Family Housing Program.

OPPORTUNITIES HELPING IN SOCIAL SERVICES

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American Red Cross Greenwich Chapter: 99 Indian Field Road, Greenwich Contact: Jessica Chapman: 203-869-8444 X113

Safe Rides is a confidential service which provides safe transport home for other teens in the area year-round. The student becomes part of a larger team which volunteers one Friday or Saturday every 6 weeks from 10 pm to 2 am. Volunteers utilize Red Cross vehicles and the program is run from the lower level of the chapter. Training is mandatory, offered 3 times throughout the year. You must be in grades 9–12 to join.

American Red Cross Greenwich Chapter: 99 Indian Field Road, Greenwich Contact: Jessica Chapman: 203-869-8444 X113

The Youth Council is a group of high school students who support the mission of the Red Cross- to help people prevent, prepare for and respond to emergencies. The Youth Council does this by teaching Community Disaster Education to various groups in our local community. They also join the Red Cross's efforts to support troops. Youth Council members send cards, letters and care packages on a regular basis to troops stationed overseas as well as those recovering in the states.

Abills: 50 Glenville Street, Greenwich Contact: Paul Jourdan: 203-531-1880 Ext. 152 email - jourdan@abills.us

Abills (formerly ARC Greenwich) provides assistance to children and adults who are intellectually challenged, which enables them to participate in community recreational activities and special events. They encourage all children to participate in after-school activities such as swimming, dance, ice skating, and many other programs. Volunteers are needed to provide one-on-one support to the children and adults. With your help, a larger number of participants can get involved in the programs

Community Answers: 101 West Putnam Ave, Greenwich Contact: Chitra Shanbhogue: 203-622-7979

Community Answers is a local information and referral agency located on the Mezzanine level of the Greenwich Library. They answer questions about the organizations, services and facilities available in the Greenwich community. Students can earn volunteer hours by working one 3-hour shift per week between 9 and 3. Minimum commitment 12 hours required. Student volunteers are also needed to help with the newsletter mailings and events. Contact the agency director for more information and volunteer opportunities.

Family Centers, Inc., Friendly Connections Program: 20 Bridge Street, Greenwich

Contact: Rebecca Lippel: 203-323-3792 rlippel@familycenters.org
Friendly Connections offers volunteers the chance to interact with adults 50+. The program serves a variety of older adults ranging from active baby boomers and homebound seniors. Volunteers can be Friendly Visitors, Friendly Callers and Friendly Connections group facilitators. Friendly Visitors get paired with a senior and make weekly companionship visits. Friendly Callers provide weekly phone calls to those who are lonely or isolated who may benefit from a friendly conversation. The Friendly Connections facilitators run the telephone groups on a topic of their choice and may reintroduce a former topic or deliver a new subject to the program. Groups may be interactive or can be in a lecture format and may occur once or on an ongoing basis. All opportunities are designed to be flexible for different schedules and can be done from anywhere there is a phone, in most cases.

Family Centers: 40 Arch Street, Greenwich Contact: Jennifer Flatow: 203-869-4848 Ext. 2240

Hope Lights Lives Luminary project begins to take shape in the early fall. Luminary kits are sold by volunteer block captains who distribute order forms to families and individuals who live on their street. Following are volunteer positions: block captain, administrative support, production and inventory control. Some positions require heavy lifting. Hours are flexible.

Greenwich Adult Day Care River House: 125 River Road Ext., Cos Cob Contact: Lauren Ferraro 203-622-0079

All age volunteers are welcome to join us here at GADC. We are looking for volunteers to assist seniors in activities such as arts and crafts, card games, puzzles, and physical activities. If you have musical talent or any other talent, the seniors would love to have you perform for them. GADC is open Monday through Saturday 8:30 am to 4:30 pm.

Greenwich Hospital: 5 Perryridge Road, Greenwich Contact Stacey Green: 203-863-3222

Volunteers are needed to help escort patients, deliver flowers and to help at the reception desk, in the pharmacy, etc. Volunteers must be at least 14 years old. Hours are from 2:45 pm to 4 pm Monday–Friday during the school year. The summer program hours are from 9:00 am to 12:30 pm or 12:30 pm to 4:00 pm. All volunteers will be interviewed and trained. There is a required minimum of 40 hours.

Jewish Family Services of Greenwich: One Holly Hill Lane, Greenwich Contact: Rachelle Owen: 203-622-1881

Help a senior in your community doing simple chores around their home, helping with yard work, snow shoveling, leaf raking, & some grocery shopping.

Meals on Wheels: 89 Maple Avenue, Greenwich Contact: Deborah Warfield: 203-869-1312

Volunteers needed to help in kitchen placing food in containers and packing it up for drivers. Hours are 8:00 am until about 9:30 or 10 am Monday–Friday.

Nathaniel Witherell: 70 Parsonage Rd, Greenwich Contact: Sally Van Leeuwen at 203-618-4228 sallyvanl@live.com

Teens are welcome to volunteer assisting people in the recreation department, escorting residents to and from the auditorium and helping with program delivery. Volunteers may spend time one-on-one with residents, reading or playing games or sharing ones musical talents or visiting with your pets. Help in the gift shop is also needed.

Neighbor-to-Neighbor: 248 East Putnam Ave, Greenwich Contact: 203-622-5946

Volunteer opportunities available daily in our food pantry and/or clothing room Monday through Saturday 8:30am to 12:30pm. You can help in the office or with stocking the shelves on Monday through Saturday from 1pm to 3pm. Spearhead a food or clothing drive or shop for food. Shop at the local food bank and deliver to Neighbor. Call for details.