SOUTHWESTERN COLLEGE

Service Learning Volunteer Partner Directory

Fall 2012 – Spring 2013

Welcome

Thank you for your interest in the Southwestern College Service Learning program. The intent of this Directory is to provide you with a list of organizations that are partnering with the program to provide meaningful volunteer opportunities. These organizations are looking forward to working with you.

Please review the organizations and choose a community partner that has volunteer opportunities available that meet your learning objectives for your course, and match your interests. **Once you find an organization, please call the contact person directly to discuss and set up your volunteer placement. Let them know your learning objectives and number of hours you'd like to volunteer.** If you need help with this process, please contact the office for assistance. All of the program's forms are online and available in the Service Learning office.

Please keep the Service Learning office informed of any concerns, problems, successes or other pertinent issues. The staff is here to facilitate the entire process and ensure that all parties have the information they need. Following is the program contact information, feel free to contact us at any time.

Dawn Taft, Student Services Specialist
Southwestern College, Office S205H
Student Services Center
900 Otay Lakes Road, Chula Vista, CA 91910
Phone: (619) 482-6537, Fax: (619) 482-6554
E-mail: dtaft@swccd.edu

Website: www.swccd.edu
-click on "Student Info." at top of page
-click on "Service Learning"

Table of Contents

List of Organizations by Name 3

List of Organizations by Zip Code 4

List of Organizations by Course..... 5-6

Full Volunteer Partner Listing 7-42

LIST OF ORGANIZATIONS BY ***NAME***	PAGE #
Allen Elementary School	7
Arroyo Vista Charter School	8
Be The Match/National Marrow Donor Program	9
Berry Elementary School	10
Big Brothers Big Sisters	11
Bonita Learning Academy	12
Boys & Girls Clubs of South County	13
Burn Institute	14
Chula Vista Elementary School District	15
Chula Vista Public Library	16
City of Chula Vista	17
City of Chula Vista CLEAN Business Program	18
City of Chula Vista Environmental Services	19
Coaching Corps	20
Everyone A Reader Program	21
Family Resource Center at SWC Higher Ed. Center	22
Guardian Angel Program	23
Level Up Athlete	24
Meals-on-Wheels	25
Media Arts Center San Diego	26
National School District	27
Paradise Creek Educational Park, Inc.	28
Pazzaz, Inc.	29
San Diego Audubon Society	30
San Diego Blood Bank	31
San Diego Youth Services – Adoption Support Services	32
San Ysidro School District	33
South Bay Union School District	34
Southwestern College ASTRA Volunteer Club	35
Southwestern College Child Development Tutorial Lab	36
Southwestern College Health Services	37
Southwestern College Peers Social Skills Group	38
Sweetwater Union High School District	39
The Salvation Army	40
West View Elementary School	41
WiLDCOAST	42

ZIP CODE	LIST OF ORGANIZATIONS BY *ZIP CODE*	PAGE #
91902	Allen Elementary School	7
91910	Be The Match/National Marrow Donor Program	9
	Bonita Learning Academy	12
	Chula Vista Elementary School District	15
	City of Chula Vista	17
	City of Chula Vista CLEAN Business Program	18
	Meals-on-Wheels	25
	SWC ASTRA Volunteer Club	35
	SWC Child Development Tutorial Lab	36
	SWC Health Services	37
	SWC Peers Social Skills Group	38
	The Salvation Army	40
91911	City of Chula Vista Environmental Services	19
	Sweetwater Union High School District	39
91913	Everyone A Reader Program	21
91914	Level Up Athlete	24
91915	Arroyo Vista Charter School	8
	Chula Vista Public Library	16
91932	Boys & Girls Clubs of South County	13
	South Bay Union School District	34
	West View Elementary School	41
	WiLDCOAST	42
91950	Family Resource Center at SWC Higher Ed. Center	22
	National School District	27
	Paradise Creek Educational Park, Inc.	28
92103	Guardian Angel Program	23
	San Diego Blood Bank	31
92104	Media Arts Center San Diego	26
92105	Pazzaz, Inc.	29
92110	San Diego Audubon Society	30
	San Diego Youth Services–Adoption Support Services	32
92123	Burn Institute	14
	Coaching Corps	20
92126	Big Brothers Big Sisters	11
92154	Berry Elementary School	10
92173	San Ysidro School District	33

COURSE	LIST OF ORGANIZATIONS BY ***COURSE***	PAGE #
Biology	City of Chula Vista	17
	City of Chula Vista Environmental Services	19
	Paradise Creek Educational Park, Inc.	28
	San Diego Audubon Society	30
	San Diego Blood Bank	31
	SWC Health Services	37
Communi-cations	All community organizations	
Education	Allen Elementary School	7
	Arroyo Vista Charter School	8
	Berry Elementary School	10
	Bonita Learning Academy	12
	Chula Vista Elementary School District	15
	Chula Vista Public Library	16
	Everyone A Reader Program	21
	Family Resource Center at SWC Higher Ed. Center	22
	Level Up Athlete	24
	National School District	27
	Paradise Creek Educational Park, Inc.	28
	Pazzaz, Inc.	29
	San Ysidro School District	33
	South Bay Union School District	34
	Southwestern College Child Development Tutorial Lab	36
	Sweetwater Union High School District	39
	West View Elementary School	41
English	All community organizations	
Global Futures	City of Chula Vista CLEAN Business Program	18
	City of Chula Vista Environmental Services	19
	Paradise Creek Educational Park, Inc.	28
	San Diego Audubon Society	30
	WiLDCOAST	42

Math	Arroyo Vista Charter School	8
	Berry Elementary School	10
	West View Elementary School	41
Psych./ Sociology	Be the Match/National Marrow Donor Program	9
	Big Brothers Big Sisters	11
	Bonita Learning Academy	12
	Boys & Girls Clubs of South County	13
	Burn Institute	14
	City of Chula Vista	17
	Coaching Corps	20
	Family Resource Center at SWC Higher Education Center	22
	Guardian Angel Program	23
	Meals-on-Wheels	25
	Media Arts Center San Diego	26
	Pazzaz, Inc.	29
	San Diego Blood Bank	31
	San Diego Youth Services – Adoption Support Services	32
	SWC ASTRA Volunteer Club	35
	SWC Peers Social Skills Group	38
	The Salvation Army	40
Spanish	Most of the listed organizations can utilize Students taking Spanish courses	

ALLEN ELEMENTARY SCHOOL
4300 Allen School Lane
Bonita, CA 91902

Work with teachers & children

Contact Information: *Toni Faddis*
Phone: 619-479-3662
Fax: 619-267-6237
E-Mail Address: toni.faddis@cvesd.org
Website: www.cvesd.org/schools/allen

Organization Description: Allen Elementary Schools is a K-6 public school located in Bonita. The school's mission is to provide a high-quality, standards-based education that emphasizes theatre arts, music education and technology.

Volunteer Needs: Student supervision on playground, volunteer work for teachers and assistance with fundraisers and events.

Hours/Days Volunteers are Needed Within: Monday – Friday, 9:00 a.m. - 3:00 p.m.

Special Requirements: A negative TB test and volunteer oath.

Orientation/Training Requirements: None.

Bus Route/Trolley Station: Bonita Road/Allen School Road.

ARROYO VISTA CHARTER SCHOOL
2491 School House Road
Chula Vista, CA 91915

Help in the classroom

Contact Information: *Marjorie Antoine*
Phone: 619-656-9676, ext. 5689
Fax: 619-656-1858
E-Mail Address: marjorie.antoine@cvesd.org
Website: www.arroyovistacharter.org

Organization Description: Arroyo Vista Charter School is in the Eastlake Trails neighborhood of Chula Vista. AV is recognized as a California Distinguished School and we strive for academic excellence. We have a full day kindergarten program, as well as a full Spanish Immersion program. Through our Spanish Immersion Program, our English speaking and Spanish speaking students graduate from the program fully proficient in both English and Spanish.

Volunteer Needs: College students may serve their internship/service learning hours working in the classroom as tutors in all subject matters. There are other opportunities to assist in the office and at special events.

Hours/Days Volunteers are Needed Within: Monday - Thursday, 8:45 a.m. - 3:15 p.m. Friday, 8:45 a.m. - 1:45 p.m.

Special Requirements: A TB test clearance, a completed application and an interview will be required.

Orientation/Training Requirements: To be determined by position.

Bus Route/Trolley Station: There are bus routes near the school, however, times and routes continuously change.

BE THE MATCH/NATIONAL MARROW DONOR PROGRAM
1231 E. Dyer Road, Ste. 236
Santa Ana, CA 92705
(On-campus opportunity)

Recruit student marrow donors

Contact Information: *Shelley Baker*
Phone: 714-296-8479 or 714-800-1610
Fax: 714-662-4465
E-Mail Address: sbaker@nmdp.org
Website: www.bethematch.org

Organization Description: We operate the Be The Match registry, the world's largest listing of potential marrow donors and donated cord blood units and raise funds to help provide transplants. Be The Match connects patients with life-threatening blood cancers like leukemia and lymphoma with their donor match for a life-saving marrow or umbilical cord blood transplant.

Volunteer Needs: Looking for college students to assist with recruiting new donors to the Be The Match registry, assist with fundraising which helps Be The Match add new donors and plan Be The Match awareness events on campus. Need motivated individuals who are self-starters, organized and willing to do public speaking.

Hours/Days Volunteers are Needed Within: Monday – Friday, hours to be arranged.

Special Requirements: Bilingual helpful but not required.

Orientation/Training Requirements: Online and in person training and background check.

Bus Route/Trolley Station: At SWC.

BERRY ELEMENTARY SCHOOL
2001 Rimbey Avenue
San Diego, CA 92154

Help in K-6 classrooms

Contact Information: *Patty Herrera*
Phone: 619-628-3550
Fax: 619-628-3580
E-Mail Address: pherrera@sbusd.org
Website: www.sbusd.org/berry

Organization Description: Berry Elementary is located in the South Bay and is part of the South Bay Union School District. There are 540 students. Berry Elementary is a great community where school staff, volunteers and parents work together so that each student achieves their individual goals. We believe each student's continuous improvement is vital for the success of all our students. Each volunteer plays an important role in the success of our students with their dedication and support to our school.

Volunteer Needs: Volunteer will be assigned to a classroom. We need volunteers to assist all grade levels from Kindergarten to 6th. They will tutor and work individually with students who are below grade level and also work with new students coming to our school, especially those from Mexico.

Hours/Days Volunteers are Needed Within: Monday – Friday, hours to be arranged as needed.

Special Requirements: Bilingual preferred.

Orientation/Training Requirements: TB clearance test, must not be older than 4 years.

Bus Route/Trolley Station: Bus 934 and 933. Trolley Station Iris.

BIG BROTHERS BIG SISTERS OF SAN DIEGO COUNTY
8515 Arjons Road, Ste. A (satellite office in the South Bay)
San Diego, CA 92126

Mentor a youth

Contact Information: *Ayaris Patino Rodriguez*
Phone: 619-288-7392
Fax: 858-837-1517
E-Mail Address: ayarispr@sdbigs.org
Website: www.sdbigs.org

Organization Description: As the nation's largest donor and volunteer supported mentoring network, Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages 6 through 18, in communities across the country. We develop positive relationships that have a direct and lasting effect on the lives of young people.

Volunteer Needs: Looking for male/female volunteers in the South Bay community who are 18 or over and can volunteer for a minimum of one year, and who are willing to spend 2-5 hours, 2-4 times a month doing a fun activity with a child. Activities include playing ball at a local park, riding a bike, going on a hike, going to the beach or any other fun activity both the volunteer and child would enjoy. Volunteers also needed for Hermandad, which focuses on serving Latino children with a caring Big Brother or Big Sister that can enrich their lives culturally, socially and academically.

Hours/Days Volunteers are Needed Within: Varies.

Special Requirements: Must volunteer 2-4 times a month, for 2 hours minimum each outing for 1 year minimum. Need bilingual (Spanish) volunteers, but all 18 + are welcome. Must have SS#.

Orientation/Training Requirements: Attend orientation to learn about the program, interview and background check.

Bus Route/Trolley Station: Transportation to be arranged with Little Brother/Little Sister's family or legal guardian.

BONITA LEARNING ACADEMY
3368 Bonita Road
Chula Vista, CA 91910

Work with preschool aged children

Contact Information: *Ana Castanos*
Phone: 619-422-1777
Fax: 619-422-1777
E-Mail Address: bonitalearningacademy@yahoo.com
Website: www.bonitalearningacademy.com

Organization Description: Bonita Learning Academy offers a total immersion bilingual Preschool & Kindergarten for children ages 3-6 years. We are academically oriented, have a Creative Art program for the students and are accredited by the NAEYC. Programs include gymnastics, art, music and movement and yoga classes. The Academy also has a full immersion Spanish Language Program that is offered to children 3-15 years old to learn Spanish.

Volunteer Needs: Need volunteers who enjoy children, have a great attitude towards them and would like to assist the teachers in the classrooms, playground, resource room and office. Volunteers will help teachers prepare for their activites by preparing materials, bulletin boards, homework correction and any other areas that are needed. Per licensing requirements students must have 12 child development units in order to work directly with children.

Hours/Days Volunteers are Needed Within: Monday - Friday, 8:00 a.m. – 2:00 p.m. (Preschool/Kindergarten) Monday - Thursday, 4:00 - 6:00 p.m. (Spanish program ages 3-15).

Special Requirements: TB test clearance. 2 hours per week desired.

Orientation/Training Requirements: 1 hour orientation will be provided.

Bus Route/Trolley Station: The closest trolley is located at "E" Street Station. Bus #705.

BOYS & GIRLS CLUBS OF SOUTH COUNTY
847 Encina Avenue
Imperial Beach, CA 91932

Mentor youth

Contact Information: *Gil Contreras*
Phone: 619-424-2266, ext. 223
Fax: 619-424-8266
E-Mail Address: gcontreras@bgcscounty.org
Website: www.bgcscounty.org

Organization Description: Dedicated to providing a safe and harmonious environment for youth of all backgrounds and to help them develop qualities needed to become responsible citizens and leaders. For more than a century, the Boys & Girls Club Movement has been changing the lives of youth across the country. We are extremely proud of our achievements and how we have contributed o the success of individuals in all aspects of society. Our volunteers and professionals believe all youth deserve access to the tools necessary to succeed in life. Our programs have always focused on giving youth a fun, safe, rich environment to develop the skills needed to achieve a great future.

Volunteer Needs: Volunteers to mentor members in the areas of academic success, good character/leadership and healthy lifestyles.

Hours/Days Volunteers are Needed Within: Monday – Friday, between 2:00 – 6:00 p.m.

Special Requirements: Background check and current TB test.

Orientation/Training Requirements: Training upon first week.

Bus Route/Trolley Station: Palm Trolley/Bus route 933

BURN INSTITUTE
8825 Aero Drive, #200
San Diego, CA 92123

Help with burn prevention

Contact Information: *Kathleen Frampton*
Phone: 858-541-2277, ext. 11
Fax: 858-541-7179
E-Mail Address: kframpton@burninstitute.org
Website: www.burninstitute.org

Organization Description: The Burn Institute is a non-profit health agency dedicated to reducing the number of burn injuries and deaths in San Diego through fire and burn prevention education, burn care research and treatment, and burn survivor support services.

Volunteer Needs: Assist with smoke alarm installations, special events, community events, community outreach and office support.

Hours/Days Volunteers are Needed Within: Monday – Friday, 8:00 a.m. – 5:00 p.m. Some Saturdays, hours will vary.

Special Requirements: Bilingual prefered but not required.

Orientation/Training Requirements: Interview.

Bus Route/Trolley Station: Trolley to Fashion Valley Transit Center then MTS Bus.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

The Service Learning Program does not have a contact person for every school in this district, however we do have a contract with the district that would allow a service learning student to volunteer at any of the schools and receive service learning credit.

Below is a list of schools that have indicated they would like student volunteers to assist in their classrooms. Please contact the person directly if you would like to volunteer at their site.

If you are interested in volunteering at a school in the Chula Vista Elementary School District that is not listed below, please contact the district office directly and let them know you would like to volunteer at one of their schools. They can then provide you with information on schools within their district and their volunteer process.

If you already have a school or teacher in mind, feel free to contact them directly.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

84 East J. Street, Chula Vista, CA 91910
(619) 425-9600
Website: www.cvesd.org

ALLEN ELEMENTARY (Kindergarten)

Chelice Gilman, 619-479-3662, ext. 2017, chelice.gilman@cvesd.org

CASILLAS ELEMENTARY

Darci Faucher**,**619-421-7555, ext. 2144, Darci.faucher@cvesd.org OR
Ellen Lahlum, 619-993-9588, Ellen.lahlum@cvesd.org

HAZEL GOES COOK ELEMENTARY

Diane Abels, 619-422-8381, ext. 2631, Diane.abels@cvesd.org

HILLTOP DRIVE SCHOOL

Arman Sustal, 619-422-8323, ext. 3324, Arman.sustal@cvesd.org

MARSHALL ELEMENTARY

Denise Fimbrez, 619-656-6252, Denise.fimbrez@cvesd.org

OLYMPIC VIEW ELEMENTARY

Krishna Bold, 619-656-2030, Krishna.bold@cvesd.org

CHULA VISTA PUBLIC LIBRARY
365 F. Street
Chula Vista, CA 91915

Tutor, read or help shelve books

Contact Information: *Anna Kemery*
Phone: 619-691-5000
Fax: 619-427-4246
E-Mail Address: volunteer@ci.chula-vista.ca.us
Website: www.ci.chula-vista.ca.us, click on "City Services" and then "Library"

Organization Description: The Chula Vista Public Library is comprised of three dynamic state-of-the-art libraries delivering information, books in English and Spanish, videos and CD's, and community programming to City residents. The purpose of the library is to increase knowledge and enrich lives within the community. The Chula Vista Library is the community's family room where reading and learning are encouraged and celebrated. The three library branches are the Civic Center Branch, South Chula Vista Branch and Eastlake Branch.

Volunteer Needs: Need volunteers to help in the Children's Department with story time, arts and crafts, puppets, helping children with computers and more. Also, need assistance in the Tutoring/Computer Lab, math tutoring in basic algebra to children and young adults, with clerical tasks in the Technical Services Department and shelving in the Access Services Department.

Hours/Days Volunteers are Needed Within: Hours vary based on hours of each location. Weekend and evening hours available.

Special Requirements: Background check.

Orientation/Training Requirements: Must attend an orientation.

Bus Route/Trolley Station: Vary depending on location.

<u>CITY OF CHULA VISTA</u>
276 Fourth Avenue
Chula Vista, CA 91910

Many opportunities

Contact Information: *Anna Kemery*
Phone: 619-691-5000
Fax: 619-409-5915
E-Mail Address: volunteer@ci.chula-vista.ca.us
Website: www.ci.chula-vista.ca.us

Organization Description: The City of Chula Vista is a local government entity with volunteer opportunities in various City departments. Some examples are recreation center, senior center, public works, animal care facility, planning and building, engineering and fire department. The City has a long history of volunteerism; from founding community members to the over 1000 volunteers today that give of their time and skills. Without the volunteers, Chula Vista would not be the growing, family friendly community that we are.
If you do not know which department you want to volunteer with please contact Anna Kemery. If you do please contact that department directly as the process will be quicker. Students contacting the City of Chula Vista within a week of the deadline will not be able to be placed and an alternative site should be located.

Volunteer Needs: Need volunteers to assist various City departments.

Hours/Days Volunteers are Needed Within: Hours vary based on hours of each department. Weekend and evening hours are available at the Library and Recreation centers.

Special Requirements: Bilingual preferred but not required.

Orientation/Training Requirements: Completed application and background check. Must complete the City's orientation process.

Bus Route/Trolley Station: Vary depending on location.

CITY OF CHULA VISTA CLEAN BUSINESS PROGRAM
276 4th Avenue
Chula Vista, CA 91910

Promote a clean environment

Contact Information: *Michelle Castagnola*
Phone: 619-409-5955
Fax: 619-476-5310
E-Mail Address: mcastagnola@ci.chula-vista.ca.us
Website: www.chulavista.gov/conservation

Organization Description: The City of Chula Vista's CLEAN Business Program promotes CLEAN businesses who have adopted practices for the use of renewable resources and holds iteself accountable for the environmental and human rights impacts of its activities. This includes businesses that operate in a socially responsible manner and protect the environment.

Volunteer Needs: Need 10-12 volunteers to provide follow up information to local Chula Vista businesses on the Chula Vista CLEAN Business Program. Volunteers would promote program and completion of enrollment of 100 CLEAN businesses for the Chula Vista Centennial.

Hours/Days Volunteers are Needed Within: Generally Monday-Friday between 8:00 a.m. – 5:00 p.m.

Special Requirements: Bilingual would be helpful.

Orientation/Training Requirements: Must attend orientation and complete background check.

Bus Route/Trolley Station: Information not provided.

CITY OF CHULA VISTA
ENVIRONMENTAL SERVICES
276 Fourth Avenue
Chula Vista, CA 91910

Promote recycling

Contact Information: *Martie Solomon*
Phone: 619-409-5844
Fax: 619-691-5006
E-Mail Address: msolomon@ci.chula-vista.ca.us
Website: www.ci.chula-vista.ca.us click on "Recycling & Solid Waste"

Organization Description: The City of Chula Vista's Environmental Services Department is responsible for ensuring that all Chula Vista residents, businesses and special events comply with mandatory recycling ordinances. This is done through public education, waste audits and recycling presentations. We also are a liaison between the public and the franchise hauler and mediate any situations that arise. If you are interested in the environment and want to learn more about what Chula Vista is doing to accomplish these goals then this is a perfect opportunity.

Volunteer Needs: Need someone that is outgoing and willing to do field work. This will allow the student the opportunity to sharpen their salesmanship, public relations and problem solving skills.

Hours/Days Volunteers are Needed Within: Flexible depending on student's schedule. Volunteers would need to be available at least one early morning in the semester so they can have exposure to the residential duties. At least 4-5 hours a week is needed.

Special Requirements: Should have a car. Bilingual preferred but not required.

Orientation/Training Requirements: A 30 minute orientation.
Bus Route/Trolley Station: The closest trolley is the E. Street Trolley. The bus station is at main library on Fourth and F. Street.

COACHING CORPS
8755 Aero Drive, Suite 100
San Diego, CA 92123

Coach kids in sports activities

Contact Information: *Robert Johnson*
Phone: 619-410-7316
Fax: Information not provided
E-Mail Address: robertj@coaching-corps.org
Website: www.coachingcorps.org

Organization Description: Coaching Corps is a program of Team-Up for Youth that matches college students as coaches with local after-school youth sports programs. The purpose of the program is to increase opportunities for more low-income youth to play sports in a high quality and enriching environment.

Volunteer Needs: Serve as a volunteer coach for TGA Golf, Border View YMCA, Peninsula YMCA, and After School All-Stars who have many locations. Also need AmeriCorps coaches, however this is more long-term and a larger commitment so please contact Emily for more information.

Hours/Days Volunteers are Needed Within: Volunteer coaches coach 1-2 times per week for 1-2.5 hours, dependent on their availability (roughly 3-10 hours a week) – this is a 10 week program.

Special Requirements: Not required but useful for position: bilingual, experience working with diverse communities.

Orientation/Training Requirements: 4 hour coach training (all positions), all coaches go through a background check and are fingerprinted.

Bus Route/Trolley Station: Depends on location of organization you are partnered with.

EVERYONE A READER – S.D. COUNTY OFFICE OF EDUCATION
6401 Linda Vista Road, 324 S.
San Diego, CA 92111

Improve reading skills of children

Contact Information: *Cindy Dunlevy*
Phone: 800-711 READ (7323)
Fax: 619-291-5995
E-Mail Address: cidunlevy@sdcoe.net
Website: www.sdcoe.net/lret/la/ear

Organization Description: Everyone A Reader is a volunteer program that matches trained tutors with struggling readers in the first, second, and third grades. Since 1995 we have worked one-to-one with students using research-informed instructional methods to help the children reach their grade-level in reading.

Many elementary schools are available and we will place you at a convenient location. Please check the website for training dates or contact us for additional information.

Volunteer Needs: Looking for volunteers who would like to work with students for about an hour per week for at least one semester.

Hours/Days Volunteers are Needed Within: Monday - Friday, elementary school hours, usually between 9:00 a.m. – 3:00 p.m.

Special Requirements: None.

Orientation/Training Requirements: Attend training, complete an application and background check, and meet TB test requirements.

Bus Route/Trolley Station: Varies based on school selected.

FAMILY RESOURCE CENTER AT SWC HIGHER EDUCATION CENTER - NC
880 National City Blvd
National City, CA 91950-3202

Build your office skills

Contact Information: *Cynthia Nagura*
Phone: 619-216-6672
Fax: 619-216-6678
E-Mail Address: cnagura@swccd.edu
Website: www.swc.cc.ca.us, click on *Quick Links, Family Resource Center*

Organization Description: The Family Resource Center (FRC) is a community service center that provides access to health, education and social services that support families in National City. The FRC also manages the new Microenterprise Family Childcare Training Program, which trains low-income residents on how to set up their own childcare business at home.

Volunteer Needs: Development of social service resource materials; marketing; office and clerical support; child care assistance; customer service.

Hours/Days Volunteers are Needed Within: Monday - Friday, 8:30 a.m. - 4:00 p.m.

Special Requirements: Bilingual a plus but not a requirement. Intermediate skills with Microsoft Office programs – Word, Excel and Powerpoint.

Orientation/Training Requirements: None required.

Bus Route/Trolley Station: The 8th Street Trolley Station.

GUARDIAN ANGEL PROGRAM OF SAN DIEGO
3702 Fourth Avenue
San Diego, CA 92103

Fun activities with seniors

Contact Information: *Nya Moses*
Phone: 619-543-4714
Fax: 619-295-1034
E-Mail Address: guardianangels@glenner.org
Website: www.alzheimerhelp.org/involved.html

Organization Description: The mission of the Guardian Angels (GA) Program is to recruit, train and link adult and minor volunteers with socially isolated seniors residing in long term care facilities throughout San Diego County and educate the community on topics related to aging.

Volunteer Needs: Have a wide variety of volunteer needs to meet the interests of interns and volunteers alike. We have opportunities that allow volunteers to work directly with seniors: Friendly Visitor, Activities Assistant, and Pet Therapy. We also have other opportunities that lend support to the program: Social Media/Communications, Community Outreach, Event Coordination, Administrative Support and Graphic/Advertisement Design.

Hours/Days Volunteers are Needed Within: Hours can be done during the week or weekend depending on the student's schedule or the program/facilities need.

Special Requirements: Must be over the age of 18 or have parent's permission and be able to clear a background check and TB test.

Orientation/Training Requirements: Volunteers must attend a onetime orientation given by the Guardian Angel Program Coordinator.

Bus Route/Trolley Station: Routes vary based on site selected.

LEVEL UP ATHLETE
861 Harold Place, Ste. 105
Chula Vista, CA 91914

Tutor student athletes

Contact Information: *Angelique D. Corpuz*
Phone: 858-405-2041
Fax: N/A
E-Mail Address: info@levelupathlete.com
Website: www.levelupathlete.com

Organization Description: A student athlete's single source for academic and athletic needs. Level Up Athlete's study hall is equipped with computers, wi-fi access, printers, white boards and tables for private and group study. Our goal is to help student athletes balance the demands of their athletic participation and academic responsibilities, giving them a creative outlet and place to study and receive additional help outside of school and home.

Volunteer Needs: Volunteers needed to tutor middle school and high school student athletes in subject areas including math, science, English, foreign language and history. Also looking for volunteers/tutors who can help our student athletes with SAT and ACT preparation.

Hours/Days Volunteers are Needed Within: Monday – Saturday, flexible schedule. Not open on Sundays.

Special Requirements: No special needs or requirements. Bilingual volunteers would be helpful but not required.

Orientation/Training Requirements: Orientation/Meeting with Level Up Athlete Program Director and staff.

Bus Route/Trolley Station: At the SWC transit center take the C.V. transit route 707 Otay Ranch Town Center via East H. Street/Eastlake Parkway. Get off on the stop at Boswell Road and Lane Avenue. Walk 0.5 miles southeast to location.

MEALS-ON-WHEELS GREATER SAN DIEGO - SOUTH COUNTY SERVICE CENTER
270 F Street, Suite #22
Chula Vista, CA 91910

Deliver meals to seniors

Contact Information: *Chequita Falls*
Phone: 619-420-2782
Fax: 619-420-8449
E-Mail Address: cfalls@meals-on-wheels.org
Website: www.meals-on-wheels.org

Organization Description: Meals-on-Wheels Greater San Diego has been serving San Diego County for nearly 50 years. The mission is to support the independence and well-being of seniors. Half a million lunch and dinner meals are delivered each year and Meals-on-Wheels is the only agency home-delivering two meals a day 7 days a week throughout San Diego County. Many seniors say the best part about meal delivery is the friendly, caring volunteer.

Volunteer Needs: Volunteers are the heart of this program. Volunteers deliver meals two to four times a month and can assist in the office with their computer skills, phone skills and or in the community by attending health fairs and community events.

Hours/Days Volunteers are Needed Within: Monday – Saturday, 10:45 a.m. – 1:30 p.m. and other various times.

Special Requirements: Bilingual helpful but not required.

Orientation/Training Requirements: Orientation offered every Friday in the Chula Vista office at 2:00 p.m.

Bus Route/Trolley Station: Information not available.

MEDIA ARTS CENTER SAN DIEGO
2921 El Cajon Blvd
San Diego, CA 92104

Help with the film festival and other projects

Contact Information: *Patric Stillman*
Phone: 619-230-1938, ext. 108
Fax: 619-230-1937
E-Mail Address: patric@mediaartscenter.org
Website: www.mediaartscenter.org

Organization Description: The Media Arts Center San Diego engages 30,000 people a year via its current programming that include the Annual San Diego Latino Film Festival, Teen Producers Project and Digital Story Station. Additional programming includes year-round film exhibition, youth media camps, film maker and citizen journalist workshops & networking events and more.

Volunteer Needs: Volunteers can participate in the S.D. Latino Film Festival and assist with guest services, festival sponsorship, event coordination, theatre management, ticket sales, media/pr, merchandising and entertainment. Other needs include assistance in computer lab, graphic artists/designers, administrative help, data entry, newsletter editor, video production assistant and membership development.

Hours/Days Volunteers are Needed Within: Opportunities are flexible and available 5-7 days a week depending on the need/event.

Special Requirements: Bilingual a plus, organized, self-starter, independent, ability to work on both MAC and PC; ability to work with Microsoft Word and Excel.

Orientation/Training Requirements: Volunteers will receive on-site training. Copy of current insurance and California driver's license will be needed, and background check if working with youth.

Bus Route/Trolley Station: El Cajon Blvd. is serviced by several bus routes and the Trolley.

NATIONAL SCHOOL DISTRICT

The Service Learning Program does not have a contact person for each of the schools in this district, however we do have a contract with the district that would allow a service learning student to volunteer at any of the schools and receive service learning credit.

If you are interested in volunteering at a school in the National School District, please contact the district office directly and let them know you would like to volunteer at one of their schools. They can then provide you with information on schools within their district.

If you already have a school or teacher in mind, feel free to contact them directly.

Below is the contact information for this school district:

NATIONAL SCHOOL DISTRICT
1500 N Avenue, National City, CA 91950
(619) 336-7550
Website: www.nsd.us

If you have any questions or need assistance with this process, please contact Dawn Taft at (619) 482-6537 or dtaft@swccd.edu.

PARADISE CREEK EDUCATIONAL PARK, INC. (PCEPI)

1815 Hoover Avenue (mailing: 2143 Cleveland Avenue)
National City, CA 91950

Teach environmental education to kids

Contact Information: *Ted Godshalk*
Phone: 619-851-5623 or 619-477-6764
E-Mail Address: paradisecreek@mac.com
Website: www.paradisecreek.org
Facebook: Protect Paradise Creek

Organization Description: PCEPI provides environmental education to Elementary school children in the National School District. Through our program, the Egret Club, and other Saturday activities like "Birds and Bikes" and "Kids and Kayaks," students of all ages learn about challenges of global warming, and the importance of nature and ways to protect it.

Volunteer Needs: Volunteers will assist with the Egret Club program, occasionally leading activities with small groups of students. All Southwestern students may volunteer. Students from Preteaching, Global Futures, Biology and Communications in particular have the opportunity to design learning opportunities to meet specific class requirements.

Hours/Days Volunteers are Needed Within: Most activities are in the morning on the first and last Saturdays of each month. We are flexible! Additional hours on Fridays or weekends may be scheduled.

Special Requirements: Enthusiasm! Enjoyment of working outdoors! An interest in learning to kayak! Volunteers should be motivated to learn the environmental concepts and eager to investigate ways to pass their knowledge to younger children.

Orientation/Training Requirements: On first day will receive overview of organization and its projects.
Bus Route/Trolley Station: Two blocks from the 24th Street Trolley Station.

PAZZAZ, INC.
1913 Euclid Avenue
San Diego, CA 92105

Tutor youth or develop office skills

Contact Information: *Zoneice Z. Jones*
Phone: 619-264-6870
Fax: 619-264-6897
E-Mail Address: zoe@pazzaz.org
Website: www.pazzaz.org

Organization Description: Pazzaz, Inc. is a nonprofit 501c3 organization dedicated to improving the future prospects of youth and families through customized academic and personal development programs designed to promote personal achievement and self-determination. Pazzaz offers after-school tutoring and homework assistance in all subject areas to students grade 1-12 and has enrichment programs to further develop the educational and personal skills of youth and families.

Volunteer Needs: Academic tutoring, new ERAA Back to School event (August 20, 2011), events and fundraising, and administrative support.

Hours/Days Volunteers are Needed Within: Flexible hours based on volunteer availability.

Special Requirements: Spanish and Somali language skills welcomed but not required.

Orientation/Training Requirements: Background check required (DOJ), orientation required, however based on availability of volunteer.

Bus Route/Trolley Station: Euclid Trolley station, #5 bus and other bus lines close to Pazzaz site.

SAN DIEGO AUDUBON SOCIETY
4010 Morena Blvd, Ste. 100
San Diego, CA 92117

Conservation projects

Contact Information: *Chris Redfern*
Phone: 858-273-7800
Fax: 858-273-7801
E-Mail Address: redfern@sandieogaudubon.org
Website: www.sandiegoaudubon.org

Organization Description: Foster the protection and appreciation of birds, other wildlife, and their habitats through study and education, and to advocate for a cleaner, healthier environment. Provide opportunities to experience the beauty and wonder of the avian world with over 50 free birding field trips every year. We protect wildlife and their habitat in San Diego County for all to enjoy.

Volunteer Needs: Students who are enthusiastic about conservation science, environmental education, and communications to help us on projects defined specifically for their talents, interests, and abilities. Projects may include: habitat improvement projects; vegetation studies of California Least Tern nesting sites; development of educational activities in the subjects of birds, birds conservation, wetlands, and San Diego habitats; development of brochures, flyers, web site content, or other communications materials that can be used to tell our story and promote our organization.

Hours/Days Volunteers are Needed Within: Monday – Friday, 9:00 a.m. – 5:00 p.m. Students may be able to complete some project tasks during weekend and evening hours. Minimum is 15 hours.

Special Requirements: None.

Orientation/Training Requirements: Orientation will be informal and based on the student's project goals.

Bus Route/Trolley Station: Information is not available.

<u>SAN DIEGO BLOOD BANK</u>
440 Upas Street
San Diego, CA 92103

Help with blood drives

Contact Information: *Noemi R. Pena*
Phone: 619-296-6393
Fax: 619-725-3002
E-Mail Address: npena@sandiegobloodbank.org
Website: www.sandiegobloodbank.org
Twitter: @sdbloodbank/Facebook: San Diego Blood Bank

Organization Description: The San Diego Blood Bank is a non-profit 501 (c) 3 organization founded in 1950 by the San Diego County Medical Society to provide blood and blood-related laboratory services to civilian hospitals in this region. It is the largest blood collection agency in San Diego and is a member of America's Blood Centers, a network of independent blood banks supplying one-half of the nation's blood supply. Today, blood donors at San Diego Blood Bank facilities make a difference in the lives of patients in some 50 hospitals in Southern California.

Volunteer Needs: Seek friendly, reliable people to volunteer as bloodmobile greeters at the blood drives hosted by Southwestern College. Mobile greeters welcome and sign-up donors assist with the donor registration and answer general questions.

Hours/Days Volunteers are Needed Within: Schedule varies, dependent on blood drives hosted by Southwestern College.

Special Requirements: None.

Orientation/Training Requirements: None.

Bus Route/Trolley Station: SWC.

SAN DIEGO YOUTH SERVICES – ADOPTION SUPPORT SERVICES
3255 Wing Street,
San Diego, CA 92110

Help support adoptive youth

Contact Information: *Lissete Delmarluna*
Phone: 619-221-8600, ext. 2287
Fax: 619-325-8611
E-Mail Address: lrosado@sdyouthservices.org
Website: www.sdyouthservices.org/site/pageserver?pagename=home

Organization Description: SDYS works with adoptive families that include children and teens who have special needs and have been neglected and/or abused. Our program assists these families with forming and maintaining strong attachment and healthy family bonds. Mentor/tutors are part of the support system that ensures permanence and hope for the families in our program.

Volunteer Needs: Mentors/Tutors: provide support and encouragement to work towards developing a positive sense of self and making good choices. Mentors/tutors help youth in acquiring academic and social skills by meeting with them in their home, school or library once a week for 1 ½ - 2 hours. Ages 5-18. Group Assistants for Movie Night: assist group leaders to work with children in social skills building activities. Ages 0-18.

Hours/Days Volunteers are Needed Within: Fridays, 5:30-9:30 p.m. Flexible hours for the mentoring/tutoring program - generally meet mentees in the afternoon, early evenings, or on the weekends.

Special Requirements: Reliable transportation. We attempt to match the volunteer with a child or teen who is within easy access.

Orientation/Training Requirements: Orientation, background check, TB and drug screening are required.

Bus Route/Trolley Station: Old Town trolley station – Bus stop 2 minutes S. of Wing Street.

SAN YSIDRO SCHOOL DISTRICT

The Service Learning Program does not have a contact person for each of the schools in this district, however we do have a contract with the district that would allow a service learning student to volunteer at any of the schools and receive service learning credit.

If you are interested in volunteering at a school in the San Ysidro School District, please contact the Human Resources Department directly at the district office and let them know you would like to volunteer at one of their schools. They can then provide you with information on schools within their district and place you at a school that will give you the best experience.

If you already have a school or teacher in mind, feel free to contact them directly but you will also need to connect with the Human Resource Department.

Below is the contact information for this school district:

SAN YSIDRO SCHOOL DISTRICT
4350 Otay Mesa Road, San Ysidro, CA 92173
(619) 428-4476, ext. 3013
Website: www.sysd.k12.ca.us

If you have any questions or need assistance with this process, please contact Dawn Taft at (619) 482-6537 or dtaft@swccd.edu.

SOUTH BAY UNION SCHOOL DISTRICT

The Service Learning Program does not have a contact person for each of the schools in this district, however we do have a contract with the district that would allow a service learning student to volunteer at any of the schools and receive service learning credit.

If you are interested in volunteering at a school in the South Bay Union School District, please contact the district office directly and let them know you would like to volunteer at one of their schools. They can then provide you with information on schools within their district.

If you already have a school or teacher in mind, feel free to contact them directly.

Below is the contact information for the school district and an individual school that has indicated they would like student volunteers to assist in their classroom. Please contact the person directly if you are interested in their school.

SOUTH BAY UNION SCHOOL DISTRICT

601 Elm Avenue, Imperial Beach, CA 91932
(619) 628-1600
Website: www.sbusd.k12.ca.us

CENTRAL ELEMENTARY SCHOOL

Tina Carpenter, 619-628-5010, tcarpenter@sbusd.org

If you have any questions or need assistance with this process, please contact Dawn Taft at (619) 482-6537 or dtaft@swccd.edu.

<u>SWC ASTRA VOLUNTEER CLUB</u>
900 Otay Lakes Road
Chula Vista, CA 91910

Volunteer at various projects

Contact Information: *Ana Bahena*
Phone: 619-581-6874
Fax: Information not provided
E-Mail Address: astra.cv@gmail.com
Website: No website available

Organization Description: A volunteer organization for people, sponsored by local Altrusa clubs as part of their program of community service. Our mission is to foster the concept of service through practical application in school and community.

Volunteer Needs: Volunteer to be part of the ASTRA Volunteer Club and help around the community wherever help is needed. It might be a homeless shelter, breast cancer walk, food drive or wrapping Christmas gifts for low-income families.

Hours/Days Volunteers are Needed Within: Meet the 2nd Thursday of every month at 1:30 p.m. in room 640 and volunteer at various projects to be determined.

Special Requirements: None.

Orientation/Training Requirements: None.

Bus Route/Trolley Station: Located on the SWC campus.

SWC CHILD DEVELOPMENT TUTORIAL LAB
900 Otay Lakes Road, Room 572B
Chula Vista, CA 91910

Support Child Development students

Contact Information: *Dr. Leslynn Gallo or Jenny Sabas*
Phone: 619-421-6700, ext. 5878/5726
Fax: Information not provided.
E-Mail Address: lgallo@swccd.edu
Website: www.swccd.edu search "Child Development Tutorial Lab"

Organization Description: The Child Development Tutorial Lab is a one-stop for students taking Child Development Courses. It is an open lab where students are able to network, complete assignments, have access to technology, and acquire tutoring sessions with knowledgeable tutors in CD courses. The Child Development Club also meets and works closely with staff in the CD Lab. The lab provides assistance to faculty in the department.

Volunteer Needs: Seeking volunteers who are motivated, reliable, and have great communication skills. Knowledge of computer, video camera, digital cameras is recommended.

Hours/Days Volunteers are Needed Within: Monday – Thursday but flexible to accommodate school schedule. Some evening and Saturday hours available.

Special Requirements: None.

Orientation/Training Requirements: None.

Bus Route/Trolley Station: Located on the SWC campus.

SWC HEALTH SERVICES
900 Otay Lakes Road, Room 601F
Chula Vista, CA 91910

Help students in a health setting

Contact Information: *Grace Cruz*
Phone: 619-482-6354
Fax: 619-482-6559
E-Mail Address: gcruz@swccd.edu or ppowers@swccd.edu
Website: www.swccd.edu click on "Student Info" then "Health Services"

Organization Description: Health Services provides first aid and emergency care to students and faculty/staff, and cosponsors monthly blood drives with the San Diego Blood Bank and bone marrow registry drives with Be The Match, the National Marrow Donor Program. Also provided are health screenings, immunizations and health information. There is a part-time physician for student care.

Volunteer Needs: Assistance is needed with filing, copying, typing, making and posting signs, assistance with blood and bone marrow registry drives, health fairs and health awareness workshops.

Hours/Days Volunteers are Needed Within: Monday - Friday, times vary a minimum of 1 to 2 hours a week preferred. In addition as needed for blood and bone marrow registry drives; times and dates vary.

Special Requirements: Must be able to accurately file and type, as well as be able to communicate effectively with the public. Must also be able to compute simple math and maintain confidentiality.

Orientation/Training Requirements: An interview and a one hour test.

Bus Route/Trolley Station: Located on the SWC campus.

<u>SWC PEERS SOCIAL SKILLS GROUP</u>
900 Otay Lakes Road
Chula Vista, CA 91910

Role play for SWC students on Autism Spectrum

Contact Information: *Robyn Coughlin*
Phone: 619-592-8871
Fax: info. not provided
E-Mail Address: rcoughlinlcsw@gmail.com
Website: www.weekendtherapist.com/#!services-provided/c1jm9

Organization Description: A social skills group through the SWC Personal Wellness program, for young adults on the Autism Spectrum at Southwestern College

Volunteer Needs: Need mature young adults (18-25) to assist with role playing communication strategies in a group to help make and keep friends for young adults with Autism. Additional support needed with phone calls and homework assignments.

Hours/Days Volunteers are Needed Within: Tuesdays, 3:30-5:15 p.m. at Southwestern College.

Special Requirements: Must be comfortable role playing in front of a group with individuals with Autism Spectrum.

Orientation/Training Requirements: Understanding of boundaries.

Bus Route/Trolley Station: Located on the SWC campus.

SWEETWATER UNION HIGH SCHOOL DISTRICT

The Service Learning Program does not have a contact person for each of the schools in this district, however we do have a contract with the district that would allow a service learning student to volunteer at any of the schools and receive service learning credit. We have one direct contact listed below that any student volunteer can contact to volunteer with.

If you are interested in volunteering at a school in the Sweetwater Union High School District, please contact the district office directly and let them know you would like to volunteer at one of their schools. They can then provide you with information on schools within their district.

If you already have a school or teacher in mind, feel free to contact them directly.

Below is the contact information for this school district:

SWEETWATER UNION HIGH SCHOOL DISTRICT
1130 Fifth Avenue, Chula Vista, CA 91911
(619) 691-5500
Website: www.suhsd.k12.ca.us

MONTGOMERY HIGH SCHOOL, Janette Carballo-Braun, 619-628-3864
Kidmentor1@yahoo.com

If you have any questions or need assistance with this process, please contact Dawn Taft at (619) 482-6537 or dtaft@swccd.edu.

THE SALVATION ARMY
648 3rd Avenue
Chula Vista, CA 91910

Work in office or with holiday programs

Contact Information: *Erick Golcher/Raquel Moncada/Majors Carlos & Rosa Rodriguez*
Phone: 619-422-7027
Fax: Information not provided.
E-Mail Address: erick.golcher.cortez@usw.salvationarmy.org or carlos.rodriguez@usw.salvationarmy.org
Website: www.thesalvationarmy.org

Organization Description: A nonprofit, faith based organization. Our location has a senior nutrition and social services program, as well as a scouting program for children on Fridays. We also have a regular office and are here to serve the community and its many needs. During Christmas we run programs well known by the community known as Kettles, Angel Tree, Adopt-A-Family and Toy Distribution.

Volunteer Needs: Need volunteers to help organize a filing cabinet and work with our children's, senior and/or Christmas programs. Some activities take place outside of the office but supervision is still provided. Students with skills in customer service, clerical, public relations, keyboarding, guitar or giving vocal lessons are appreciated.

Hours/Days Volunteers are Needed Within: Monday – Friday, 9:00 a.m. – 5:00 p.m.

Special Requirements: Once volunteer has been approved, schedules of days they will volunteer need to be provided and followed.

Orientation/Training Requirements: All volunteers doing more than 20 hours will require a background check and $6.00 training will be given on site.

Bus Route/Trolley Station: Information not available.

WEST VIEW ELEMENTARY SCHOOL
525 3rd Street
Imperial Beach, CA 91932

Help in classroom or on playground

Contact Information: *Laura McLean*
Phone: 619-628-8900
Fax: 619-628-8691
E-Mail Address: lmclean@sbusd.k12.ca.us
Website: www.sbusd.org

Organization Description: West View Elementary supports and emphasizes our school district's core values which are: **A**im for Excellence, **I**ncrease Interdependence, and **M**odel Respect and Dignity. In order to teach and encourage these values, we have two areas of focus for all staff and students. A **Professional Learning Community** model guides our work with each other and students. Collaborative teams ensure that all students receive the same high quality instruction and learning is assured. A **Positive Behavior Support System** focuses on establishing and maintaining an effective learning environment. We aim to be proactive and stop problems before they occur. The three tenants to our system are: **Be Respectful, Be Responsible, Be Safe.** Our motto says, **"All Students, All of Us Achieving Success Together!"**

Volunteer Needs: Need volunteers to work one-on-one or in small groups (guided by teachers) to provide tutoring in Language Arts or Math. Also need volunteers to serve as playground activity leaders.

Hours/Days Volunteers are Needed Within: Monday-Friday, 8:30 a.m. – 2:55 p.m. (Wednesdays are minimum day-release at 1:55).

Special Requirements: Bilingual helpful, but not required.

Orientation/Training Requirements: Proof of TB test and orientation provided by our Parent Volunteer Coordinator.

Bus Route/Trolley Station: Bus stops at Palm and 3rd. The School is three blocks north on 3rd.

<u>WiLDCOAST</u>
925 Sea Coast Drive
Imperial Beach, CA 91932

Promote organization at events

Contact Information: *Stephanie Batt*
Phone: 619-423-8665, ext. 200
Fax: 619-423-8488
E-Mail Address: stephanie.batt@wildcoast.net
Website: www.wildcoast.net

Organization Description: WiLDCOAST protects and preserves coastal ecosystems and wildlife in the Californias and Latin America by building grassroots support, conducting media campaigns and establishing protected areas.

Volunteer Needs: Need volunteers to assist at events such as Waterman's Golf Tournament, Action Sports Retailer Trade EXPO and Dempsey Sulf Competition. We also have office work that volunteers can help with.

Hours/Days Volunteers are Needed Within: 10:00 a.m. – 4:00 p.m.

Special Requirements: It would be helpful if volunteers had their own computers.

Orientation/Training Requirements: Orientation and training after the interview.

Bus Route/Trolley Station: Trolley-Blue line south, trolley exit Palm Avenue, Bus 933.

Southwestern College
Service Learning Program

900 Otay Lakes Road
Office S205H
Chula Vista, CA 91910
(619) 482-6537
dtaft@swccd.edu