

CENTRAL VIRGINIA OPPORTUNITIES

INDIVIDUAL OPPORTUNITIES:

ADMINISTRATIVE SUPPORT VOLUNTEER: PROVIDE ADMINISTRATIVE SUPPORT TO HEADQUARTERS STAFF THROUGH A VARIETY OF TASKS INCLUDING ORGANIZING FILES, SCANNING DOCUMENTS, ASSISTING WITH MAILINGS, HELPING TO INVENTORY, PROCESS, AND ACKNOWLEDGE IN-KIND DONATIONS, CREATING SPREADSHEETS & BINDERS, ENTERING DATA, AND ASSEMBLING INFORMATION PACKETS.

- KNOWLEDGE-BASED OPPORTUNITY
- VOLUNTEER SHOULD BE COMPUTER LITERATE WITH FLUENCY IN ALL STANDARD OFFICE PROGRAMS (WORD, EXCEL, ETC)
- ATTENTION TO DETAIL & CONFIDENTIALITY ARE PRIORITIES
- MINIMUM COMMITMENT: TWO HOURS PER WEEK OR FOUR HOURS EVERY OTHER WEEK
- FLEXIBLE SCHEDULE BASED ON VOLUNTEER AVAILABILITY

ART INSTRUCTOR: DEVELOP & FACILITATE A HANDS-ON ART EXPERIENCE FOR OUR FORMERLY HOMELESS TENANTS

- SKILLED OPPORTUNITY
- VOLUNTEER MUST HAVE ART EDUCATION AND/OR ART THERAPY BACKGROUND
- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY

CHAIR YOGA/MEDITATION INSTRUCTOR: CONDUCT SESSIONS THAT COMBINE GENTLE YOGA POSES SUITABLE FOR OLDER AND/OR DISABLED ADULTS WITH BEGINNER MINDFULNESS PRACTICES & BREATHING TECHNIQUES

- SKILLED OPPORTUNITY
- SEEKING VOLUNTEER WITH INSTRUCTOR CERTIFICATION OR EQUIVALENT
- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY

COOKING ON A BUDGET INSTRUCTOR: DEVELOP & TEACH A SERIES OF CLASSES USING SIMPLE, NUTRITIOUS, & INEXPENSIVE INGREDIENTS

- SEMI-SKILLED OPPORTUNITY
- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY

FINANCIAL LITERACY INSTRUCTOR: DEVELOP & TEACH A SERIES OF CLASSES EXPLORING BASIC TOPICS INCLUDING BUDGETING, UNDERSTANDING CREDIT REPORTS, & PROTECTION AGAINST IDENTITY THEFT

- KNOWLEDGE-BASED OPPORTUNITY
- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY

GED INSTRUCTOR: WORK ONE-ON-ONE WITH A CLIENT STUDYING FOR GED EXAM, WITH A FOCUS ON GEOMETRY

- KNOWLEDGE-BASED OPPORTUNITY
- PREFERRED SCHEDULE IS ONE 60-90 MINUTE SESSION PER WEEK
- DAY OF WEEK & TIME OF DAY ARE BASED ON TUTOR/STUDENT AVAILABILITY

GENTLE AEROBICS INSTRUCTOR: CONDUCT 30-MINUTE SESSIONS SUITABLE FOR OLDER AND/OR DISABLED ADULTS

- SKILLED OPPORTUNITY
- SEEKING VOLUNTEER WITH INSTRUCTOR CERTIFICATION OR EQUIVALENT
- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY

INDEPENDENT LIVING SKILLS COACH: PROVIDE INDIVIDUAL & GROUP INSTRUCTION ON TOPICS RELEVANT TO TENANTS WISHING TO MOVE INTO INDEPENDENT LIVING. SUGGESTED TOPICS INCLUDE BUDGETING, HOUSING, EMPLOYMENT, HOUSEHOLD MANAGEMENT, AND WELLNESS.

- KNOWLEDGE-BASED OPPORTUNITY
- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY

NUTRITION INSTRUCTOR: DEVELOP & TEACH A SERIES OF CLASSES ON HOW TO MANAGE CHRONIC MEDICAL CONDITIONS THROUGH NUTRITION & DIET

- KNOWLEDGE-BASED OPPORTUNITY
- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY

TAX PREPARATION INSTRUCTOR: PROVIDE INDIVIDUAL & GROUP INSTRUCTION ON PREPARATION OF 2015 SHORT AND ITEMIZED TAX FORMS, INCLUDING TIPS & ADVICE FOR MAXIMIZING DEDUCTIONS

- KNOWLEDGE-BASED OPPORTUNITY
- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY

THERAPY ANIMAL OWNER: PROVIDE 30-MINUTE VISITATION SESSIONS WITH THERAPY ANIMAL

- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY

URBAN GARDENER: FACILITATE HANDS-ON WORKSHOPS THAT PROVIDE CREATIVE IDEAS & PRACTICAL STRATEGIES FOR CULTIVATING PLANTS, FLOWERS, FRUITS, AND VEGETABLES IN VERTICAL CONTAINERS, WINDOWSILL CONTAINERS, AND OTHER RESTRICTED SPACES USING HOUSEHOLD ITEMS.

- SEMI-SKILLED OPPORTUNITY
- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY

GROUP OPPORTUNITIES:

WELLNESS FAIR LUNCH SERVICE: PREPARE & SERVE A SIMPLE & NUTRITIOUS LUNCH FOR WELLNESS FAIR ATTENDEES

- THE 2015 WELLNESS FAIR WILL TAKE PLACE ON WEDNESDAY MARCH 25 FROM 11 – 3
- SUITABLE FOR A GROUP OF 5-8 INDIVIDUALS
- VSH WILL ASSIST WITH PURCHASE OF MENU INGREDIENTS

SERVE A MEAL, SERVE OUR CLIENTS: PROVIDE FOOD & FELLOWSHIP BY PREPARING & SERVING A NUTRITIOUS MEAL FOR OUR LOW-INCOME FORMERLY HOMELESS TENANTS

- OPPORTUNITIES AVAILABLE THROUGHOUT THE YEAR

- SUITABLE FOR GROUP OF 6-8 INDIVIDUALS
- BREAKFAST, LUNCH, AND DINNER OPTIONS AVAILABLE
- FLEXIBLE MENU OPTIONS
- VSH WILL ASSIST WITH PURCHASE OF MENU INGREDIENTS

AFFORDABLE HOUSING AWARENESS WEEK: SUPPORT VSH'S SPRING SPRUCE-UP CAMPAIGN BY ENGAGING IN A PROPERTY BEAUTIFICATION PROJECT

- AFFORDABLE HOUSING AWARENESS WEEK DATES: APRIL 20-24
- TIME FRAME: 9 – 1 OR 1 – 5
- SUITABLE FOR GROUPS OF 15-20 INDIVIDUALS
- TASKS INCLUDE PAINTING, CLEANING, LANDSCAPING, GARDENING

MOTHER'S DAY WOMEN'S WELLNESS EVENT: PAMPER VSH'S FEMALE CLIENTS WITH A DAY OF FUN & INSTRUCTIVE WELLNESS ACTIVITIES

- FINANCIAL SERVICES
- EMOTIONAL WELLBEING SERVICES
- HEALTH/NUTRITION INFORMATION
- PAMPERING ACTIVITIES (COSMETIC MAKEOVERS, MANICURES, PEDICURES, CHAIR MASSAGE, ETC)
- BREAKFAST OR LUNCH PROVIDED
- GOODY BAGS

FRIENDLY VISITING/TBI PROPERTIES: VSH OWNS & OPERATES TWO PROPERTIES THAT ARE SPECIFICALLY DESIGNATED FOR INDIVIDUALS WITH TRAUMATIC BRAIN INJURIES.

- PREFERRED NUMBER OF VOLUNTEERS: 4-6 (PER PROPERTY)
- IDEAL FOR FAMILY, SMALL SCOUT TROOP, OR SMALL OUTREACH GROUP
- FLEXIBLE SCHEDULE (EVERY WEEK, EVERY OTHER WEEK, OR ONCE A MONTH) BASED ON VOLUNTEER AVAILABILITY
- POSSIBLE ACTIVITIES INCLUDE MEALS, HOLIDAY CELEBRATIONS, SPORTS EVENTS, BOARD GAME NIGHTS, & OTHER OPPORTUNITIES FOR SOCIAL INTERACTION
- MINIMUM COMMITMENT IS TWO HOURS PER MONTH FOR SIX MONTHS

YOUTH & FAMILY OPPORTUNITIES:

BIRTHDAYS FOR EVERYONE: HELP CELEBRATE THE BIRTHDAYS OF VSH TENANTS WITH CAKE, ICE CREAM, FUN, AND FELLOWSHIP

- DATES: 2/21, 3/21, 4/25, 5/16, 6/20
- TIME FRAME: 10 – 12
- SUITABLE FOR FAMILIES & YOUTH VOLUNTEERS ACCOMPANIED BY SUPERVISING PARENTS/GUARDIANS (I.E. YOUTH GROUPS)
- INTERESTED VOLUNTEERS MUST REGISTER THROUGH HANDSON GREATER RICHMOND. PLEASE VISIT: <http://www.handsonrva.org>

FOOD & FELLOWSHIP POT LUCK: FOOD & FELLOWSHIP OPPORTUNITIES SUPPORT OUR LOW-INCOME FORMERLY HOMELESS TENANTS IN THEIR EFFORTS TO STABILIZE AND RECONNECTS THEM TO A CARING COMMUNITY

- DATES: 2/25, 3/25, 4/29, 5/27, 6/24
- TIME FRAME: 6 – 7:30

- VSH PROVIDES BAKED CHICKEN, DRINKS & PAPER PRODUCTS
- VOLUNTEERS PROVIDE NUTRITIOUS SIDES ADEQUATE TO FEED 8-10 INDIVIDUALS
- SUITABLE FOR FAMILIES & YOUTH VOLUNTEERS ACCOMPANIED BY SUPERVISING PARENTS/GUARDIANS (I.E. YOUTH GROUPS)
- INTERESTED VOLUNTEERS MUST REGISTER THROUGH HANDSON GREATER RICHMOND. PLEASE VISIT: <http://www.handsonrva.org>

INTERNSHIPS:

BIKES FOR INDEPENDENCE COORDINATOR: *BIKES FOR INDEPENDENCE* IS A PROGRAM THAT PROVIDES REFURBISHED BIKES TO LOW-INCOME VSH CLIENTS IN ORDER TO INCREASE THEIR MOBILITY, PROVIDE INEXPENSIVE TRANSPORTATION, AND IMPROVE ACCESS TO JOBS, HOUSING, AND MEDICAL SERVICES. COORDINATOR WOULD:

- RESEARCH OTHER PROGRAMS BEING DEVELOPED IN THE US TO IDENTIFY BEST PRACTICES
- WORK WITH A VARIETY OF PARTNERS, VENDORS, & COMMUNITY ORGANIZATIONS TO SOLICIT DONATED BIKES, ARRANGE FOR NEEDED REPAIRS, AND STORE PREPARED BIKES
- WORK WITH VSH SUPPORT SERVICES STAFF TO IDENTIFY SUITABLE CLIENTS WILLING TO PARTICIPATE IN BIKE SAFETY CLASSES & RECEIVE BIKES
- BE RESPONSIBLE FOR PURCHASING NEEDED ACCESSORIES
- SCHEDULE CLASSES & COORDINATE CLIENT TRANSPORTATION
- FOLLOW UP WITH CLIENTS TO COLLECT TESTIMONIES, DETERMINE SUCCESS METRICS, & PROMOTE OPPORTUNITIES ON SOCIAL MEDIA

TRANSPORTATION RESEARCH ASSISTANT: VSH IS HOPING TO LAUNCH A PILOT IN 2015 THAT ENGAGES COMMUNITY VOLUNTEERS AS DRIVERS WHO CAN TRANSPORT CLIENTS TO MEDICAL APPOINTMENTS. THE RESEARCH ASSISTANT WOULD:

- DESIGN A STAFF SURVEY TO DETERMINE COSTS & BENEFITS TO SUPPORT SERVICES STAFF OF ENGAGING VOLUNTEER DRIVERS
- CONDUCT FOLLOW-UP INTERVIEWS AMONG SUPPORT SERVICES STAFF TO IDENTIFY SPECIFIC LIABILITY ISSUES & LOGISTICAL CONCERNS
- USE AVAILABLE RESEARCH & SURVEY RESULTS TO DEVELOP PARAMETERS FOR A SMALL-SCALE PILOT

TRANSPORTATION COORDINATOR: VSH IS HOPING TO LAUNCH A PILOT IN 2015 THAT ENGAGES COMMUNITY VOLUNTEERS AS DRIVERS WHO CAN TRANSPORT CLIENTS TO MEDICAL APPOINTMENTS. USING INFORMATION PROVIDED BY THE RESEARCH ASSISTANT, THE COORDINATOR WOULD:

- DEVELOP POSITION DESCRIPTIONS, POLICIES & PROCEDURES, AND TRAINING MODULES FOR VOLUNTEER DRIVERS
- ASSIST WITH RECRUITING & SCREENING OF CANDIDATES
- WORK WITH SUPPORT SERVICES STAFF TO IDENTIFY SUITABLE CLIENTS
- COMMUNICATE WITH VOLUNTEERS, STAFF, AND CLIENTS TO COORDINATE DAY-TO-DAY TRANSPORTATION LOGISTICS
- IDENTIFY SUCCESSFUL & UNSUCCESSFUL ASPECTS OF THE PILOT AND RECOMMEND CHANGES PRIOR TO EXPANSION OF PROGRAM