

Office & Clerical



The administrative offices are at the center of all of the organizations listed in this booklet, and helping out however you are able - answering phones, data entry, helping with mailings, etc. - will support the mission and goals of the organization. Whatever your favorite cause, you can help with your skills in the office!

AMERICAN CANCER SOCIETY

2201 W. Sudbury Dr., Ste. C 47403
336-8423 / 888-635-9254
www.cancer.org

Volunteer Contact: Tricia Bock
Email: tbock@cancer.org

Minimum Age: 16
w/Parental Supervision: 14

Dedicated to finding a cure for cancer through research and advocacy, early detection and prevention through community education and patient services including support groups, nutrition, medical equipment and information.

* Office volunteers are needed. Duties include answering the phone, filing and special projects. Teens can arrange a cancer prevention day or special presentations at their school. Many special events throughout the year offer opportunities for teen volunteers. All ages are welcome on cancer education projects; however, some special events may involve a minimum age limit.

AMETHYST HOUSE

PO Box 11 47402-0011
336-3570 ext. 14
www.amethysthouse.org

Volunteer Contact: Georgia Burgueno
Email: amethyst@bloomington.in.us

Minimum Age: 16

Provides transitional housing for men and women, and women with dependent children, who are in recovery from addictions.

* Opportunities for all ages that range from doing maintenance work, cleaning and landscaping to teaching computer classes and doing office work.

BLOOMINGTON AREA ARTS COUNCIL /JOHN WALDRON ARTS CENTER

122 S. Walnut St. 47404
334-3100 ext 111
www.artlives.org

Volunteer Contact: Nancy Krueger
Email: info@artlives.org

Minimum Age: 16
w/Parental Supervision: 14

The BAAC supports artists and arts in five counties and operates the John Waldron Arts Center, offering art classes, gallery exhibitions and performance opportunities and venues. An organization dedicated to making art available for everyone, by providing opportunities for all ages in performance, education and exhibitions.

* Teens can serve a variety of functions for the organization. Help in the Gallery as exhibit installation assistants, gallery shop staff or opening reception assistants. Volunteer in the education program as classroom aides or artist assistants. Assist with performance events backstage or at the front of the house. Also needed are general office volunteers who help with answering phones, copying, filing and light office duties.

BLOOMINGTON PLAYWRIGHTS PROJECT

107 W. 9th St. 47404
334-1188
www.newplays.org

Volunteer Contact: Rachael Himsel
Email: bppwrite@newplays.org

Minimum Age: 14

Dedicated to supporting theatre artists through Mainstage plays, Dark Alley Late-night plays, theatre education programs and an Ensemble of Artists. The BPP celebrates 25 years of producing new American theatre!

* All ages can volunteer. Types of activities may include acting, directing, stage construction, costuming, script reading, ushering, publicity and office work.

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CHILDREN'S ORGAN TRANSPLANT ASSOCIATION (COTA)

2501 Cota Dr. 47403
336-8872 ext. 10
www.cota.org

Volunteer Contact: Judy Sutton **Minimum Age:** 16
Email: judy@cota.org

Provides financial and emotional support for families with loved ones in need of organ and tissue transplants.

* You can volunteer your office skills (light typing, filing, phone number searches and office assistance). Anyone 16 or over who can provide their own transportation is welcome to volunteer.

CITY OF BLOOMINGTON ANIMAL CARE & CONTROL

3410 S. Old State Rd. 37 47401
349-3872 or 349-3492 front desk
www.bloomington.in.gov/animalshelter

Volunteer Contact: Kathy Obrakta **Minimum Age:** 16, but varies
Email: obraktak@bloomington.in.gov **w/Parental Supervision:** 13

An open-admission animal shelter providing care and shelter to homeless animals. Volunteers are essential to the care and comfort of shelter animals. BACC provides sheltering for homeless animals, assists in reuniting lost pets with their families, and welcomes visitors to adopt a new best friend.

* Teens can volunteer to take care of cats, walk dogs, do follow-up lost pet reports, help at the front desk, work at special events, and more. Volunteers take a 2-3 hour per week regular shift. Call 349-3872 for information on the next new volunteer orientation and training.

CITY OF BLOOMINGTON LATINO PROGRAMS & OUTREACH

401 N. Morton St., Ste. 260 47404
349-3465
www.bloomingtonlatino.net

Volunteer Contact: Teresa Velez **Minimum Age:** varies with program
Email: bloomingtonlatino@bloomington.in.gov

Serves as a liaison for the City of Bloomington Community and Family Resources Department and community organizations giving support to Latinos and immigrant populations and promoting diversity and cultures. Provides direct services, including referrals, inter-

pretation and translation, to Spanish speaking people.

* Teens are encouraged to get involved with the Latino community by volunteering for projects. Opportunities include Adult Education Tutors, 'Hola Bloomington' Spanish Radio Show, Hoosier Healthwise, Latino Outreach, Interpreters, Office Assistance, Spanish Community Newsletter, Web Site Maintenance. Fluency in Spanish is not required for all opportunities.

COMMUNITY BIKE PROJECT

214 N. Madison 47404
330-8206

www.bloomington.in.us/~bikeproj

Repairs donated bicycles for people in need, and teaches people

Volunteer Contact: Lance Thurner **Minimum Age:** 13
Email: lancethurner@yahoo.com **w/Parental Supervision:** 10

bicycle repair and maintenance at workshops.

* Repair bikes which have been donated and which will be given to those in need or sold to benefit the program. Volunteers do not need extensive knowledge; there is always a way to help the project. Assistance is needed also with Web page maintenance and development, community outreach, bookkeeping and shop maintenance.

CRISIS PREGNANCY CENTER

808 N. College Ave. 47404
334-0104

www.cpcbloomington.org

A faith-based social service agency providing comprehensive serv-

Volunteer Contact: Tessa Ashton **Minimum Age:** All Ages
Email: tessa@cpcbloomington.org

ices to meet the physical, emotional and spiritual needs of people affected by crisis pregnancies. Also operates Hannah House Maternity Home (see separate listing).

* Help is needed with sorting and disbursing donations, cleaning, errands, administrative tasks and child care. All ages are welcome.

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GIRL SCOUTS - TULIP TRACE COUNCIL

PO Box 5485, 5596 E. State Rd. 46 47407
336-6804
www.tuliptrace.org

Volunteer Contact: Autumn Butler **Minimum Age:** 14
Email: gscouts@tuliptrace.org

The Girl Scouts locally link over 4,000 girls, ages 5-17, with adult role models in working partnerships, which stimulates self-discovery, provides fun and friendship, helps develop skills and builds self-confidence.

* Help out with projects and activities as well as basic office work. Duties range from office tasks such as filing and mailings to craft preparation and special projects. Young men and women welcome!

HABITAT FOR HUMANITY OF MONROE COUNTY

PO Box 1441 47402
331-4069
www.monroecountyhabitat.org

Volunteer Contact: Sean Price **Minimum Age:** 14/16 on worksite
Email: volunteers@monroecountyhabitat.org

Builds simple, decent homes in partnership with low-income families in need using volunteer labor and materials to keep home ownership affordable.

* Volunteer food providers donate a lunch item, dessert or snack to construction volunteers on a one-time basis or longer if preferred. Teens with computer skills are needed to work in the office, greet the public in the front office and help in diverse areas in an upbeat atmosphere with people of different ages and interests. Learn construction skills by working on a team to help build homes on Wednesdays, Thursdays or Saturdays. All abilities and skill levels are welcome. Complete training and support are provided. For most construction, volunteers must be 16.

IU ART MUSEUM

1133 E. 7th St. 47405-7509
855-8978
www.indiana.edu/~iuam

Volunteer Contact: Joanna E. Davis **Minimum Age:** 16
Email: joedavis@indiana.edu

Preserves exhibits, collects research, publishes and interprets original works of art.

* Administrative and Visitor Services Volunteers needed as receptionists to greet visitors, answer phones, and do light office work including mailings and data entry, oversee ticketing, provide information, and collect data on visitor demographics. Friendly, outgoing personality necessary. Customer service training provided.

IU HILLTOP GARDEN AND NATURE CENTER

2301 E. 10th St. 47405
855-2799
www.indiana.edu/~hilltop

Volunteer Contact: Marcia Pluta-Figueiredo **Minimum Age:** All Ages
Email: hilltop@indiana.edu

Dedicated to providing service, programs and education in gardening, horticulture and nature-based activities for enhancing the well being of individuals and society. Programs include youth gardening, parent/child gardening, adult education, demonstration gardens and therapeutic horticulture.

* Volunteers wash pots, clean greenhouses, and seed and transplant plants; others work outdoors to maintain the grounds. There is a job for everyone. Teens over 16 years of age can help with advertising and marketing of programs and workshops. Includes creating and distributing flyers, writing community service announcements and press releases, and locating other avenues for Hilltop to advertise their services to the community. Time commitment is approximately 3-5 hours a month.

IU MATHERS MUSEUM OF WORLD CULTURES

601 E. 8th St. 47408
855-6873
www.indiana.edu/~mathers

Volunteer Contact: Kelly Wherley **Minimum Age:** 16
Email: mathers@indiana.edu

The Mathers Museum of World Cultures uses objects from around the globe to help visitors understand other cultures and their own through a variety of free exhibits, programs and services.

* Work in the museum store, meet and greet visitors to the museum or assist with clerical tasks.

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MONROE COUNTY HUMANE ASSOCIATION

PO Box 1334 47402
335-9453 or 333-MCHA (6242)
www.monroehumane.org

Volunteer Contact: Sarah Delone
Email: educate@bluemarble.net
Minimum Age: 16
w/Parental Supervision: 13

Nonprofit organization that promotes respect and responsibility for all animals through humane education, community outreach, programming to assist in lowering the number of homeless animals in Monroe County, fundraising, and direct financial assistance to the City of Bloomington Animal Care and Control Animal Shelter.

* Teens can volunteer for Pet Partners® and visit nursing homes, schools and other facilities to share the joy of their animal companions with those in need. Or they can work at special events and special projects such as the annual pet food drive or take an important role in the planning of the Walk for the Animals or volunteer at this event in late September/early October. Office assistants are also needed.

MUSICAL ARTS YOUTH ORCHESTRA/CENTER

508 N. Washington St. 47401
330-0890
www.bloomington.in.us/~mayo

Volunteer Contact: Julia Copeland
Email: mayo@bloomington.in.us
Minimum Age: 16

The Musical Arts Youth Orchestra provides a quality musical experience for young people from grade school through age 21. The Musical Arts Youth Center offers quality music enrichment/education workshops.

* There are myriad ways for teens to get involved with the orchestra, jazz and chamber music programs. Assistance is needed answering phones, assisting with projects, distributing flyers and creating posters, taking photos at special events and concerts, helping to make Music Center signs and helping with children's music education classes.

OWEN COUNTY HUMANE SOCIETY

2014 Ramona Rd. Spencer IN 47460
829-6247
www.petfinder.org/shelters/IN269.html

Volunteer Contact: Jodi Schermerhorn
Email: owencountyhs@bluemarble.net
Minimum Age: 13

Helps to find loving homes for pets and control the animal population through spay/neuter programs.

Put your love of animals to use as a volunteer! Needed are Adoption Office Assistants, Animal Care Managers, Lost and Found Assistants and Welcomer/Greeters.

RSVP (RETIRED & SENIOR VOLUNTEER PROGRAM)

630 W. Edgewood Dr., Ellettsville 47429
876-3383 / 1-800-844-1010
www.bloomington.in.us/~rsvp

Volunteer Contact: Christine McKenna
Email: cmckenna@area10.bloomington.in.us
Minimum Age: 14

Engages people 55 and older in volunteer service through local nonprofit agencies to help meet critical community needs. Also coordinates special volunteer projects for homebound elderly and seniors.

* Assist with designing brochures, conducting life satisfaction surveys, doing data entry or planning fundraising events. Assist with programs including making bears, serving food to the elderly, or preparing communities for the threats of terrorism, crime and natural disasters through organizations such as Monroe County Citizen Corps Council.

SYCAMORE LAND TRUST

PO Box 7801 47407
336-5382
www.sycamorelandtrust.org

Volunteer Contact: Wendy Read Wertz
Email: sycamore@bloomington.in.us
Minimum Age: All Ages

A local volunteer conservation organization that has protected nearly three thousand acres in seven counties, in Monroe County alone over two thousand acres of forest, wetland, prairie and farmland.

* Want to get outside? Many opportunities are available to help maintain and restore the lands preserved by the Sycamore Land Trust, including tree plantings, trail building and maintenance, and invasive plant removal. Office help also needed on occasion.

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T.C. STEELE STATE HISTORIC SITE

4220 T.C. Steele Rd. Nashville IN 47448
(812) 988-2785
www.tcsteele.org

Volunteer Contact: Andrea de Tarnowsky **Minimum Age:** All Ages
Email: tcsteele@bloomington.in.us

Formerly the home of artist T.C. Steele, this beautiful 211-acre facility in Brown County includes Steele's house and studio, five hiking trails, the Dewar Log Cabin and the 92-acre Selma Steele Nature Preserve.

* Needed are tour guides, workers on maintenance and construction projects, gardeners and volunteers in the office. Working and learning with the site's knowledgeable staff will serve you well on whatever path you choose for your future.

WFHB COMMUNITY RADIO

108 W. 4th St. 47404
323-1200
www.wfhb.org

Volunteer Contact: Stacey Sutton **Minimum Age:** 13
Email: volunteer@wfhb.org

Provides a neutral forum to facilitate the exchange and discussion of ideas and to celebrate local cultural diversity.

* Youth Radio, a weekly program that is specifically for teenagers, needs you! Learn how to use radio equipment and share the music you love with the community. Youth Radio meets Tuesdays & Fridays at 3 pm at Rhino's All Ages Club to train, make show promos and plan shows. You must be 13 - 19 years old to be a part of the Youth Radio team. Other opportunities to help the station include production and behind the scenes help in the areas of music, news, information programming and engineering. Office help is also needed including music library management, secretarial duties and special events.