

Volunteers Needed at Several AmeriCorps Sites

ShoreCorps/PALS, the AmeriCorps program at Salisbury University, is off to a great start. We have 40 members serving at 28 sites in six counties. Several of those sites are in need of volunteers to serve in various capacities:

The Salvation Army Learning Center is looking for volunteers for fall 2002. This is an after-school program for elementary and middle school children who need assistance in their core academic areas. Volunteers will assist in tutoring and mentoring at-risk youth. Hours are flexible. If you need service hours and would like to make a difference, please contact Patti Schuster at 410-546-7766 or Stephanie Ellis at 410-860-0779.

The Wicomico County Library has several sites which are in need of volunteers to help during after-school and weekends in the computer centers located in Bivalve and at the Centre at Salisbury. If you are interested, please contact Linda Parry at 410-749-3612, Ext. 40.

Delmar Elementary School needs volunteers (particularly education majors) to assist in classrooms and in the after-school program. For more information, please contact Pam Mitchell at 410-677-5178 x3611.

Glen Avenue Elementary School needs volunteers (especially education majors) to assist teachers during the school day and in the after-school programs. If you want to serve, please contact Curt Twilley at 410-677-5806 Ext. 4110.

Pemberton Park and Wicomico County Parks and Recreation need volunteers to assist in several capacities. If you are interested are getting involved, please contact Matt Lustig at 410-860-2447 or Dave Perry at 410-548-4900 Ext. 114.

Be the change you wish to see in the world!

****To contact ShoreCAN:**

410-546-6015 (voice), 410-677-5012 (fax) or dkfarrow@salisbury.edu (e-mail).

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Citizen Action Network

SHORE CAN

NOVEMBER 2002



Bringing human resources to human needs

The Shore CAN Mission

... to generate citizen action through volunteer service to address community needs on Maryland's lower Eastern Shore.

Web Site

www.salisbury.edu/community/servicelearning

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Office Hours:

8 a.m.-5 p.m.

Monday-Friday

Network Update

Agency Partners 183

Service Partners... 595

Media Partners 32

Total 810

Next Newsletter

Deadline November 27

Deadline (January Issue)

December 9

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POINTS OF LIGHT
FOUNDATION

Volunteer Screening, Interviewing and Placement

The following is an excerpt from a manual on *Best Practices for Developing a Volunteer Program*, compiled by the Maryland Advisory Committee on Volunteerism.

Evaluating and determining a volunteer's skills and fit with your organization requires a screening, interviewing and placement process similar to those used by human resources departments. Some tools to consider are: applications, reference checks, interviews, background checks, training and observation.

The first step in evaluating and determining a volunteer's fit with your organization will be the initial contact, either by phone, in person or online. Some topics to discuss with the potential volunteer will be your agency's available volunteer opportunities, the volunteer's interests and why he/she wishes to serve your agency. Relevant information to be gathered from the volunteer should include:

- method of contact,
- name,
- age,
- address,
- telephone numbers,
- fax numbers and e-mail address,
- referral source,
- specific activities that may interest a potential volunteer.

The second step is filling out an application. From the application the agency can determine whether a volunteer will fit into the organization, how he/she may best serve the agency and whether to ask the candidate in for an interview. The application may be as simplified or detailed as suits the agency's needs.

From the application, additional information can be sought, depending upon the needs and nature of the agency. Such additional information could include:

- personal and/or employment references,
- criminal background checks,
- fingerprinting,
- driving records checks,
- substance abuse tests,
- physical examinations.

(Background checks can be conducted before or after the interview.)

The third step of the process is the interview. The interview can be conducted on a one-to-one basis or by a team of staff and/or volunteers. This interview provides the agency with an opportunity to explain to the potential volunteer the agency's mission, vision and goals. It also allows time to find out the volunteer's interests, motivations and needs. This is a good time to assess the potential volunteer's:

- knowledge, skills and experience applicable to the position,
- preferences or aversions to a specific task,
- schedule and availability
- willingness/ability to make a necessary commitment,
- willingness/ability to meet expectations.

The fourth and final step is placement of the volunteer in the organization. Care should be taken to try to place the volunteer in a position that is a good match with his/her skills or interests. This matching process enables the volunteer to perform better and improves his/her satisfaction with the task. While placement in a particular position is not always agreeable at first, it is important to remain flexible and open to the volunteer's needs and abilities.

Occasionally, potential volunteers simply do not fit into agency's program. Regardless of how short-staffed you might be, it is best to wait it out rather than invest your time and training into a volunteer that does not fit.

SHORE CAN (CITIZEN ACTION NETWORK)

DECEMBER VOLUNTEER NEEDS

Shore CAN empowers individual citizens and Service Partners to decide how best to make a difference in their communities by matching themselves with Agency Partners.

Agency Partners are responsible for screening, training and supervising volunteers and volunteers are solely responsible for their conduct.

Youth service opportunities are coded with the letter "Y" followed by a number that represent the minimum age for volunteers for that particular project. Shore CAN is sponsored by Salisbury University.

SHORT-TERM NEEDS

OPERATION TEDDY BEAR, Holly Center. Volunteers needed to assist individuals on and off trucks. Saturday, December 7, from 8 a.m. to noon. Marlina Belote, 410-572-6204.

LONG-TERM NEEDS

HELPLINE VOLUNTEER, Alzheimer's Association, Eastern Shore Office. Provide support and information to callers and visitors requesting information and assistance related to Alzheimer's disease. Gather and mail information about Alzheimer's disease as requested. Assist with maintaining and updating information supplies, books and audiovisuals in Lending Library. Flexible hours between Monday and Friday, 8:30 a.m.-4:30 p.m. Amy Schine, 410-543-1163.

RECEPTIONIST/OFFICE VOLUNTEER, Alzheimer's Association, Eastern Shore Office. Answer phones, greet visitors, and provide clerical support for day-to-day office functions and special events. Flexible hours between Monday and Friday, 8:30 a.m.-4:30 p.m. Amy Schine, 410-543-1163.

SPECIAL EVENTS VOLUNTEER, Alzheimer's Association, Eastern Shore Office. Assist with planning, coordinating and managing of special events and fundraisers throughout the year. Duties range from clerical to creative, interaction with people is desired. Flexible hours. Volunteer when you are able for the events that interest you. Flexible hours between Monday and Friday, 8:30 a.m.-4:30 p.m. Amy Schine, 410-543-1163.

TEACHING ASSISTANT, Art Institute & Gallery. Assist art teachers in afterschool programs. Mid-September to mid December, one or more day/week. Susan Holt, 410-546-4748.

TEACHING ASSISTANT, Art Institute & Gallery. Assist art instructors in Weed & Seed neighborhood afterschool programs. one to five hours/wk between 3:30-6 p.m. Susan Holt, 410-546-4748.

SEWING ROOM VOLUNTEERS, Deer's Head Hospital Center. Help in preparing items to sell in canteen gift case, help make bib aprons, wheelchair bags, walker bags, etc. Tuesday mornings. Brenda Dawson, 410-546-4000.

VOLUNTEER CHAPLAINS, Deer's Head Hospital Center. Visit with patients one-on-one. Non-denominational, training provided, do not need to be ordained. Help bring comfort to patients and residents. Three hours/month. Brenda Dawson, 410-546-4000.

CANTEEN WORKERS, Deer's Head Hospital Center. Work in small "convenience" store selling snack and gift items. Need to use cash register, stock shelves and interact with visitors and patients. Two hours/week. Brenda Dawson, 410-546-4000.

ART INSTRUCTION VOLUNTEER, Eastern Correctional Institution. Volunteers needed to initiate inmate art program. Basic to advanced instruction in various media would be welcome. One to two hrs/week or individual workshops during daytime hours. Jane Rollins, 410-651-9000 ext 4353.

BOOK DISCUSSION GROUP LEADERS, Eastern Correctional Institution. Volunteers needed to lead book discussion group. One to two hours/week during daytime hours. Jane Rollins, 410-651-9000 ext 4353.

WORKSHOP CONDUCTORS, Eastern Correctional Institution. Volunteers needed to facilitate Alternatives to Violence Project workshops for inmates in medium security facility. Complete training is provided by experienced facilitators. Workshops are held weekdays for three full days once a month. Ideal for retired social workers and teachers. Jane Rollins, 410-651-9000 ext 4353.

GENERAL SANCTUARY ASSISTANT, Eastern Shore Chicken Sanctuary. Range from animal care to maintenance of coop and grounds. Depending upon skills, may include fundraising. Ideal for college students interested in environmental and/or animal right issues. Saturday-Sunday, dawn to dusk, two hours shift minimum, very flexible days and times. Miriam or Patrice Jones, 410-651-4934.

COMPUTER TECNICIAN, Holly Community, Inc. Sort and test software. Flexible hours. Monday through Friday 8 a.m.-4 p.m. Rose Carey, 443-260-0822.

WEB SITE DEVELOPMENT, Holly Community, Inc. Develop Web site. Flexible hours. Monday through Friday 8 a.m-4 p.m. Rose Carey, 443-260-0822.

DATA BASE ENTRY, Holly Community, Inc. Enter, update, verify and retrieve computer data. Flexible hours. Monday through Friday 8 a.m-4 p.m. Rose Carey, 443-260-0822.

COMPUTER RESEARCHER, Holly Community, Inc. Search Web sites for information regarding disability resource centers, new technology, and parent's concerns. At home or at Holly Community office. Flexible hours. Monday through Friday 8 a.m-4 p.m. Rose Carey, 443-260-0822.

SECRETARIAL/CLERICAL ASSISTANT, Holly Community, Inc. Type letters, provide general clerical assistance to program coordinator. Flexible hours. Monday through Friday 8:00am-:00pm. Rose Carey, 443-260-0822.

MARKETING SPECIALIST, Holly Community, Inc. Develop marketing program. Flexible hours. Monday through Friday 8 a.m-4 p.m. Rose Carey, 443-260-0822.

JOURNALIST, Holly Community, Inc. Write articles and develop newsletter on a quarterly basis. Flexible hours. Monday through Friday 8 a.m-4 p.m. Rose Carey, 443-260-0822.

SPECIAL EVENTS, Holly Community, Inc. Assist with coordination of special activities, fundraisers, etc. Flexible hours. Monday through Friday 8 a.m-4 p.m. Rose Carey, 443-260-0822.

CASE MANAGEMENT, Holly Community, Inc. Assist with case management for loan programs. Flexible hours. Monday through Friday 8 a.m-4 p.m. Rose Carey, 443-260-0822.

RECEPTIONIST, Holly Community, Inc. Greet visitors, answer phones, etc. Flexible hours. Monday through Friday 8 a.m-4 p.m. Rose Carey, 443-260-0822.

PUBLIC RELATIONS SPECIALIST, Holly Community, Inc. Develop public relations program. Flexible hours. Monday through Friday 8 a.m-4 p.m. Rose Carey, 443-260-0822.

BUSINESS ANALYST, Holly Community, Inc. Contact local businesses to increase public awareness. Flexible hours. Monday through Friday 8 a.m-4 p.m. Rose Carey, 443-260-0822.

CASA VOLUNTEER, Lower Shore CASA. CASA volunteers are appointed by the courts special advocates to abused and neglected children in foster care. CASAs spend 10 to 15 hours per month collecting information and interviewing people regarding the child. They file a report regarding the child's best interest with court and escort the child to all hearings, etc. Maureen Plunkert, 410-629-1224.

AFTER SCHOOL MENTOR, Mid-Shore Family YMCA. Provide children with positive reinforcement in schoolwork and in play by helping counselors with daily activities. Activities are scheduled in 30-minute cycles. Monday-Friday, 4-6 p.m. Judy Hunt-Harris, 410-749-0101 ext 118.

LEADERS CLUB ADVISOR, Mid-Shore Family YMCA. Assist with activities. Provide leadership in conjunction with club officers. Monday-Friday, 8-11 a.m. Attend at least one meeting per month. Judy Hunt-Harris, 410-749-0101 ext 118.

BABYSITTING ROOM ASSISTANT, Mid-Shore Family YMCA. Care for and entertain children in the babysitting room. Monday-Friday, 4-8 p.m., Saturday 9 a.m.-noon. Judy Hunt-Harris, 410-749-0101 ext 118.

CLERICAL HELP, Planned Parenthood of Maryland. Assist office staff with a variety of clerical duties. Flexible hours, including evenings. Ideal for students needing class or community service credit. Background check may be required. Cissy Sanders, 410-860-4788.

OUTREACH, Planned Parenthood of Maryland. Distribute services materials to businesses/organizations near SU. Flexible hours. Mileage reimbursement at \$0.365/mile. Cissy Sanders, 410-860-4788.

TUTOR, Salvation Army Learning Center, Education Dept., 407 Oak Street. Assist elementary middle and high school students in our sports program and their homework. Also help them to study for tests and quizzes. Help the children in organization, etc. Monday-Thursday, 4-8 p.m.; Friday, 4-6: p.m. Martha Christopher, 410-548-1942.

VOLUNTEER TUTOR, Salvation Army Learning Center, 429 Northlake Park Drive. Tutor students to the best of their abilities, follow a prearranged schedule, complete a tutoring action plan for each session. Monday-Thursday, 3-8 p.m.; Friday, 3-6 p.m. April Tramonte, 410-546-7766 ext 105.

CLERICAL HELP, Wellness Community-Delmarva. Data entries, filing, mailings for various events, such as labeling and stuffing envelopes, answering incoming calls. Flexible hours and days. Tijuana Smith, 410-546-1200.

**To list a volunteer need in this column, contact ShoreCAN at:
410-546-6015 (voice), 410-677-5012 (fax), or dkfarrow@salisbury.edu (e-mail).