

*The Aurora University Student
Association and the Office of Student
Activities*

**2008-2009
VOLUNTEER
OPPORTUNITY
HANDBOOK**



AURORA UNIVERSITY

347 S. Gladstone Ave., Aurora, IL 60506-4892
630-892-6431 • 800-742-5281



American Cancer Society

Contact Person: Roxy Martinez

Phone: (630) 897-9009 Ext. 3

E-mail: roxy.martinez@cancer.org

Website: www.cancer.org

Address: 143 First St., Batavia, IL 60510

Organization's Mission: Saving lives and assisting those with Cancer.

Continuous and/or One-Time Only Opportunity: Both

Volunteer Opportunity (ies) and Description:

Patient Services

- **Road to Recovery Driver-** Drive cancer patients who have no transportation to and from their lifesaving treatment. Schedules are flexible.
- **Reach to Recovery-** Breast Cancer survivors provide information and support for newly diagnosed patients.
- **Support For Recovery-** Cancer survivors who are willing to offer their support to others who have just begun the cancer journey. Training provided.
- **Look Good, Feel Better-** Licensed cosmetologists advise women in treatment on skin, hair, and nail care.

Community Events/Advocacy

- **Event Planning-** Help with Relay For Life, Galas, Making Strides Against Breast Cancer Walk, Daffodil Days; Serve on a planning committee or be a team captain.
- **Health Fair Volunteers-** Attend ACS booth distributing literature and information—help educate the public on prevention and early detection of cancer.
- **Advocacy-** Contact local legislators or join ACS Cancer Action Network to support legislative Efforts.
- **Speakers Bureau-** Give You Survivor story or speak on cancer-related subjects, nutrition, or physical fitness to local businesses or organizations.

Other

- **General Office Work-** Copying, filing, stuffing envelopes, etc.
- **Phone Calling-** Reminder calls, follow-up calls, etc., either from home or ACS office.

- **Sewing**- Sewing simple breast forms, pillows, bags, and hats for cancer patients.
- **Communications**- Volunteers are needed who are willing to share their cancer story with the media. Pre-approval by cancer survivor or caregiver will always be obtained prior to an interview.

Date(s) and Time(s) Needed: Weekly, Monthly, Occasionally, and Special Events

Necessary Skills Needed (if applicable): None. Fluency in a language besides English is appreciated.

Angelman Syndrome Foundation, Inc.

Contact Person: Lauren Jernigan

Phone: (800) 432-6435

E-mail: ljernigan@angelman.org, info@angelman.org

Website: www.angelman.org

Address: 4255 Westbrook Drive, Suite 219, Aurora, IL, 60540

Organization's Mission: Our Mission is to advance the awareness and treatment of Angelman Syndrome through education and information, research, and support for individuals with Angelman Syndrome, their families, and other concerned parties.

Continuous and/or One-Time Only Opportunity: Both

Volunteer Opportunity (ies) and Description: The ASF National Walk-A-Thon: Chicago Walk is held May 16th, 2009. Opportunities in the following categories available: Refreshments, Registration, Signs, Site/Security, Sponsorship and Publicity. This is a great opportunity to be a part of something amazing!

Date(s) and Time(s) Needed:

- **ASF National Walk-A-Thon: Chicago Walk-** May 16th, 2009, Planning Team Opportunities open, now though the walk date. Volunteers also needed on the date of the walk.
- **Other needs may vary-** Mailings, packing for walk sites, possible computer data entry projects, etc. Contact us to see if there is a current project in need of your assistance.

Necessary Skills Needed (if applicable): Willingness and excited to use your skills and talents to support our mission as the Angelman Syndrome Foundation, can follow directions, and work in a team environment.

Aurora Area Interfaith Food Pantry, Inc.

Contact Person: Daniel T. Dolan

Phone: (630) 801-8800, Ext: 103

E-mail: dtdolan@dolanmurphy.com

Address: 765 Orchard Avenue, Aurora, IL 60506

Organization's Mission: To feed the Aurora Area

Continuous and/or One-Time Only Opportunity:

Volunteer Opportunity (ies) and Description: Holiday Food Drive- sort and warehouse food, hand out fliers, collect food.

Date(s) and Time(s) Needed: November 1st until November 26th, 2008.

Necessary Skills Needed (if applicable): N/A

Cantigny

Contact Person: Jennifer Benson

Phone: (630) 260-8232

E-mail: volunteer@cantigny.org

Website: www.Cantigny.org

Address: 1 S. 151 Winfield Road, Wheaton, IL 60189

Organization's Mission: Cantigny is part of the McCormick Foundation team. The McCormick Foundation's mission is to advance the ideals of a free, democratic society by investing in children, communities, and county.

Continuous and/or One-Time Only Opportunity: Both

Volunteer Opportunity (ies) and Description:

Continuous Opportunities- For descriptions please visit the website or call.

- Robert R. McCormick Museum: Collections Care, Tour Greeter, Docent
- First Division Museum: Lobby Greeter, School Tour Guides, Vehicle Volunteer, Artifact Aide, Research Assistant, Archives Assistant, Library Assistant
- Visitor Services: Information Kiosk, Tram Driver, Gift Shop Assistant, Education Program Assistant
- Gardens: Garden Assistant, Formal Gardens Docent, Idea Garden Weekend Docent, Prairie Garden/Savannah Garden Assistant, Inventory Assistant, Garden Photographer
- Greenhouse: Greenhouse/Nursery Assistant, Floral/Craft Assistant, Interior Plant Maintenance Assistant

One-Time Opportunities- Typically March through December, weekends or evenings.

- October 4th, Fall Fest- various shifts 9:30am-4:30pm, help with kids's activities and crafts
- November 1st, 5k- various shifts 7:30am-11:00am, help with registration, course, kid's craft
- October 25th and November 22nd, Environmental Steward Fall Clean Up Days: 9am-11:30am, help to maintain and restore the natural areas throughout the park.
- December 6th and 7th, Lego Train Show: various shifts 9:30am-2:30pm, help with kid's craft

Date(s) and Time(s) Needed: Ongoing opportunities are typically 4 hour shifts, Tuesday-Sunday between 8am-4pm. Special events/one time dates have listed times along with the event.

Necessary Skills Needed (if applicable):

- Dedication to the mission of the McCormick Foundation
- Open-Mindedness and Patience to work with a diverse public and staff
- Integrity to represent the McCormick Foundation and oneself with the highest standards
- Desire to share your passion, knowledge and time with others
- Reliability to commit to the minimum number of hours required by your position
- Must be at least 16 years old

Celebrate Differences NFP

Contact Person: Rebecca Christiansen

Phone: (630) 885-3006

E-mail: info@celebratedifferences.org

Address: 2758 Route 34 Ste. 327, Oswego, IL 60543

Organization's Mission: Committed to supporting individuals with disabilities in reaching their fullest potential by providing positive resources and information to families, communities, and health care providers, while promoting a competent level of awareness and understanding.

- Raise awareness through community activities
- Provide scholarships to students with a disability
- Provide scholarships to students who study Nursing, Medicine, Special Education, or Speech, Physical, Developmental and Music Therapy
- Provide seminars for health care professionals, educators, and families

Vision is to foster a community of acceptance, which promotes the best opportunities for individuals with disabilities to exceed expectations and achieve their dreams.

Continuous and/or One-Time Only Opportunity: Both

Volunteer Opportunity (ies) and Description: Assist with a bike camp for kids with disabilities in the summer. Details will be available on the website in the future. Opportunities change based on needs. Students may view the website for more volunteer opportunities. Students may also sign up as a volunteer under the website volunteer tab. By doing this, they are committing to nothing more than receiving e-mails about upcoming opportunities.

Date(s) and Time(s) Needed: Details Available on Website

Necessary Skills Needed (if applicable): N/A

Cystic Fibrosis Foundation

Contact Person: Andrea Bowns

Phone: (800) 968-7169

E-mail: abowns@cff.org

Website: www.cff.org

Address: 3064 Boardwalk, Saginaw, MI 48603

Organization's Mission: Controlling and curing a terminal disease

Continuous and/or One-Time Only Opportunity: Both

Volunteer Opportunity (ies) and Description: Organize an event to benefit Cystic Fibrosis locally or on campus- suggestions, supplies, and "how to" provided

Date(s) and Time(s) Needed: Anytime during the school year

Necessary Skills Needed (if applicable): Willingness to help raise funds and leadership

Dominican Literacy Center

Contact Person: Sr. Kathleen Ryan

Phone: 630-898-4636

E-mail: domlitctr@sbcglobal.net

Website: <http://www.dominicanliteracycenter.org/>

Address: 260 Vermont Avenue, Aurora, IL 60505

Organization's Mission: The Dominican Literacy Center's mission is to help low-income and immigrant women learn to read, write and speak English. The Center also works with groups of immigrant men and women who are studying to pass the naturalization test and become new U.S. citizens. The Center needs volunteers who can go through its 16-hour training and tutor adult women in a one-to-one setting at the Center every week at the same time. Volunteers are also needed to help weekly with citizenship classes; volunteers work at Sacred Heart School in Aurora, IL.

Continuous and/or One-Time Only Opportunity: Continuous

Volunteer Opportunity (ies) and Description: One-to-one tutoring with ESL materials, helping women to learn to read, write and speak English. Also, one-to-one tutoring with citizenship materials, helping women and men learn U.S. history, civics, writing and spoken English in preparation for the U.S. naturalization test.

Date(s) and Time(s) Needed: Volunteers commitment is for a 9 month period (September-May) at the same time and day every week, 1 ½ hours each week.

Necessary Skills Needed (if applicable): Volunteers must commit to a year (September-May) of service, volunteer training and participation at the Center every week, same day and time. Volunteers need to spend 30-60 minutes each week planning a lesson. Students provide their own transportation.

Fox Valley Habitat for Humanity

Contact Person: Angela Kirkwood

Phone: (630) 859-3333

E-mail: foxvalleyhabitat@sbcglobal.net

Website: www.foxvalleyhabitat.org

Address: 723 Aurora Ave. Ste. Q, Aurora, IL 60505

Organization's Mission: Habitat for Humanity works in partnership with God and people everywhere, from all walks of life, to develop communities with people in need by building and renovating houses so that there are decent houses in decent communities, in which every person can experience God's love and can live and grow into all that God intends.

Continuous and/or One-Time Only Opportunity: Both

Volunteer Opportunity (ies) and Description:

- **Website Webmaster-** We are looking to add a password protected page to our website to enable us to store documents and do ftp file transmissions. This position would also include working with the office manager to update the website periodically.
- **Mass Mailings-** This would entail taking a Saturday and stuffing envelopes, labeling and sorting the mail by zip code for our newsletters, appeals letters, etc. This would happen on a quarterly basis.

- **Building Volunteers-** Groups of two or more need to schedule a group build day in advance by calling Jeffrey Barrett at (630) 859-3322. For one person, you may show up on our build site ready to work. Please just dress appropriately and be willing to sign an insurance waiver. We build on Thursdays and Saturdays from 8:30a.m. to 4:30 p.m. Bring a sack lunch. You can check out our website to see a list of building sites, and more specific volunteer information.
- **Committee Volunteers-** Times and days would vary. If you are interested in serving on one of our committees, please contact the office manager, Angela Kirkwood. For details on each of the committees, please refer to the website. The committees are: Family Selection Committee, Family Support Committee, Public Relations Committee, Volunteer Coordination Committee, Finance Committee, Site Selection Committee, and Church Relations Committee.

Date(s) and Time(s) Needed: Varies Depending on Work

Necessary Skills Needed (if applicable): N/A

Glen Ellyn Community Resource Center

Contact Person: Jessica Rozga, Director

Phone: (630) 899-9919

E-mail: director@gecrc.org

Address: P.O. Box 354, Glen Ellyn, IL 60138

Organization's Mission: Our mission is to help children from low-income families acquire the necessary skills in academics and social interaction to move successfully through grades K-12 and into adulthood. We do this by providing after school and summer programs which emphasize literacy and community involvement and use the talents of teachers, volunteer tutors, adult caregivers and a variety of local support services.

Continuous and/or One-Time Only Opportunity: Continuous

Volunteer Opportunity (ies) and Description: With direct supervision of the Glen Ellyn Community Resource Center (GECRC) staff volunteers will assist the GECRC Coordinator and Aides in conducting age appropriate homework and literacy assistance as well as games and activities geared toward educational development for school age children 5-17 years old. Engagement within the creative arts and special events are also part of the GECRC after school program schedule.

Date(s) and Time(s) Needed: Monday - Friday, 3:30 - 6:00pm

Necessary Skills Needed (if applicable): A willingness to cultivate and maintain relationships with the youth we serve in order to encourage and support the development of the educational skills, self-confidence, and self-image that are essential to the personal growth of each child.

Hesed House, Inc.

Contact Person: Barb Thurlby, Director of Volunteers

Phone: (630) 897-2156 Ext. 247

E-mail: bthurlby@hesedhouse.org

Address: 659 S. River Street, Aurora, IL 60505

Organization's Mission: Providing for the homeless.

Continuous and/or One-Time Only Opportunity: Both

Volunteer Opportunity (ies) and Description: To aid the homeless.

Date(s) and Time(s) Needed: Opportunities available at many different dates and times. Shelter is open 24/7.

Necessary Skills Needed (if applicable): A desire and willingness to help those less fortunate.

Humanitarian Service Project

Contact Person: Ken Knicker, Development Manager

Phone: (630)221-8340

E-mail: development@humanitarianservice.org

Website: www.humanitarianservice.org

Address: 465 Randy Road, Carol Stream, IL, 60188

Organization's Mission: Volunteers and Internships satisfying curriculum requirements.

Continuous and/or One-Time Only Opportunity: Continuous

Volunteer Opportunity (ies) and Description: Marketing interns, Food and Toy Drive development, Food Sorting, working with our Senior Citizen Project.

Date(s) and Time(s) Needed: 9:00 to 5:30, Monday-Friday

Necessary Skills Needed (if applicable): Varied

SciTech Hands-On Museum

Contact Person: Jeannette Smith

Phone: (630) 859-3434 Ext. 231

E-mail: jsmith@scitechmuseum.org

Address: 18 W. Benton St., Aurora, IL 60506

Organization's Mission: Teaching science principles through hands-on experience.

Continuous and/or One-Time Only Opportunity: Continuous

Volunteer Opportunity (ies) and Description:

- **Gift Shop Assistant-** Ensuring all guest receive excellent customer service is our top priority. Feeling satisfied with their purchases will extend their positive experience beyond the exhibit floor.
- **Exhibit Repair Support-** Making sure the exhibits are in the best possible condition and working properly will ensure our guests have a wonderful experience. Knowledge of electrical, mechanical, and general maintenance preferred.
- **Exhibit Guide/Docent-** Learning at SciTech is an adventure and you are the guide. Whether explaining a science concept related to an exhibit or monitoring for safety, your actions will add value to their experience.
- **IT Technician-** Technology is what give us the ability to communicate our mission with our visiting families and school districts. Our technology is Mac-based, with supplemental PC's. You would coordinate our systems and programs to allow our business operations to run efficiently and effortlessly.

Date(s) and Time(s) Needed: Shifts are 90 minutes long. Monday through Saturday, 10a.m.-5p.m. Sunday 12p.m.-5p.m.

Necessary Skills Needed (if applicable): Candidates would need to possess a strong work ethic, love of learning, and be a team player. Other skills might be necessary, depending on job responsibility.

World Relief Aurora

Contact Person: Hayley Meksi

Phone: (630) 906-9546 Ext. 51

E-mail: hmeksi@wr.org

Address: 14 W. Downer Pl. Suite 8, Aurora, IL 60506

Organization's Mission: World Relief began offering services in the western suburbs of in 1979, and the office opened in 1999 as a sub-office of World Relief DuPage. We are a Christ-centered organization that partners with local churches and works with hundreds of individuals, as well as community groups and agencies, to offer a comprehensive range of services to refugees and immigrants living in the area. Our goal is to holistically assist refugees, immigrants, and members of their communities to be fully functioning, integrated participants in society. Each year, World Relief DuPage/Aurora serves more than 5,000 clients, 90 percent of whom are low income

Continuous and/or One-Time Only Opportunity: Continuous

Volunteer Opportunity (ies) and Description: As refugees come into the Chicago-land area with little more than a bag of personal belongings, the need to supplement their arrival with living essentials is a crucial component of our Resettlement and Placement program here at World Relief. We are looking for strong, committed individuals who will be able to help our Donations Manager with setting up refugee apartments with furniture and receiving furniture from donors. Apartment setups will occur in DuPage County and Aurora. However, our Wheaton office is the hub for our donations receiving operation.

Date(s) and Time(s) Needed: We would ask you to commit at minimum 10 hours a week (Monday – Thursday) between the months of June and August in order to ensure that our Donations Manager will have adequate assistance in his donation pickups and apartment setups.

Necessary Skills Needed (if applicable): You must be aware of the physical labor involved. We are looking for someone that does not have back problems or any injury that might inhibit them from lifting furniture. No other volunteer opportunity gives you the chance to work out and serve refugees simultaneously!

Check Out These Other Resources!

- ADOPT- Animals Deserving of Proper Treatment- www.adoptpetshelter.org
 - American Red Cross- www.redcross.org
 - Aurora Historical Society- www.aurorahistorical.org
 - Aurora Public Library- www.aurora.lib.il.us
 - Bolingbrook Jaycees- www.bolingbrookjaycees.com
 - Catholic Charities, Diocese of Joliet- www.cc-doj.org/senior_programs.htm
 - Chicago Area Mountain Bikers West Chapter (CAMBR West)- www.cambrwest.org
 - Copley Memorial Hospital- www.rushcopley.com
 - Delnor Community Hospital- www.delnor.com
 - DuPage County Area Project (DuCap)- Positive Choices For Youth- www.ducap.org
 - Edward Hospital- www.edward.org
 - Elgin Symphony Orchestra- www.elginsymphony.org
 - Family Focus Community Centers- www.family-focus.org/centers/index.htm, aurora@family-focus.org
 - Forest Preserve District of DuPage County- www.dupageforest.com
 - Fox Valley Animal Welfare League- www.fvawl.org/homepage.htm
 - Fox Valley Heart Foundation- bresch@foxvalleycardio.com
 - Fox Valley Park District- www.foxvalleyparkdistrict.org
 - Fox Valley Volunteer Hospice- www.fvvh.org
 - Giving DuPage- A clearinghouse for volunteer opportunities in DuPage County. The site has an interactive match feature. It's easy for students to use and it covers a wide berth in our community in terms of locations and causes. www.givingdupage.org
 - Heartland Blood Centers- www.heartlandbc.org
 - Heritage YMCA Group- www.heritageymca.org
 - Homecrest Foundation- www.homecrestonline.com
 - International Reading Association- www.reading.org
 - JASEF: Jerry A. Sondgeroth Educational Foundation- www.jasef.org
 - Lombard Town Centre- laura_b92@yahoo.com
 - Leukemia and Lymphoma Society- www.leukemia.org
 - Many Young Voices- www.manyyoungvoices.org/supporters.html
 - National Multiple Sclerosis Society- www.msillinois.org, cgic@ild.nmss.org
-

- Northern Illinois Food Bank- www.northernilfoodbank.org
 - People's Resource Center- www.peoplesrc.org
 - Provena Mercy Center- www.provena.org/mercy/
 - Rebuilding Together Aurora- www.rebuildingtogetheraurora.com
 - Salvation Army- www.salvationarmyusa.org
 - Senior Home Sharing, Inc- (630) 407-0440, Angela Bentsen
 - Special Olympics Illinois- www.ilso.org/area/index.php?area=02
 - St. Jude's Children's Research Hospital- www.stjude.org
 - Wayside Cross Ministries- www.waysidecross.org
-