

Volunteer Opportunities

Spring 2009



We gladly make presentations to clubs/groups and display exhibits at community events!

Unless otherwise noted, to register for all assignments or for additional information:

863.534.6582 volunteer1@polk-county.net

EDUCATION

AGRI-FEST GROUP GUIDES - Escort groups of 4th grade students, along with their teachers and chaperones, to a series of interactive workshops. The sessions are designed to introduce students to all of the aspects of and the impact of agriculture within Polk County. Watch the wonder in their eyes, as students plant their own plant cuttings, see a cow, squeeze their own orange juice, learn about bee keeping and so much more! A brief orientation will be held upon arrival, for volunteers to familiarize themselves with the layout of where the classes are and the time schedule for changing classes. Volunteers should be able to ambulate well and keep pace with active students. To accommodate the 6,000 students that will come to this, the session will be presented over two weeks, with different schools coming each day. Refreshments will be provided daily and a volunteer appreciation luncheon will be provided on 4/17 and 5/1 for the volunteers who worked that week.

Location: Bartow

Dates: Choose a min. of 2 days from either or both weeks- 4/13-17, 4/ 27- 5/1

Hours: 8 a.m. – 12:30 p.m.

About the Assignment: Weekday Daytime Hours

May Appeal To: Adults seeking MORE activity, Corporate Employee Volunteers, Job Seekers/Career Prep

MUSEUM DOCENTS – Docents are trained to assist with: greeting visitors, providing directions, giving tours and assisting with the gift shop at the Polk County Historical Museum. To see a virtual tour of the museum go to http://www.polk-county.net/county_offices/leisure_svcs/hist_museum/gallery.aspx.

Location: Bartow

Availability: Choose a schedule of M/W/F or T/TH

Hours: 10 a.m. – 3 p.m.

Needed: 4

About the Assignment: Weekday Daytime Hours, Evening or Weekend Days and Hours

May Appeal To: Homeschoolers, Teens, Young Adults, Adults seeking MORE activity, Job Seekers/Career Prep

SKIT WRITERS - Whether you are an individual who enjoys writing or perhaps you are a Creative Writing or Theatrical Writing Class – the county's Volunteer Services program is in need of building a

repertoire of puppet skits. Our new puppet troupe, “Lend A Hand” will be promoting community involvement to a wide range of audience members presenting various themes and messages throughout the year. This is an assignment that can be worked on from your retirement retreat / home/dorm or from your classroom. You can take pride in knowing that you are playing a part in promoting community involvement and that your work will be performed throughout Polk County with special appearances on PGTV.

Location: Volunteer From Home

Availability: Flexible

Hours: Flexible

Needed: 1 - 10

About the Assignment: Volunteer From Home, Weekday Daytime Hours, Evenings or Weekend Hours

May Appeal To: Homeschoolers, Teens, Young Adults, Adults seeking modest activity, Job Seekers/Career Prep, Corporate Employee Volunteers

SONG WRITERS - “Isn’t it grand – to lend a hand?” Okay, since this is the best our Volunteer Manager can come up with for our new Lend A Hand puppet troupe’s theme song - - we desperately need your help! Help our puppets come to life as they sing the values of good citizenship through community involvement! Performances will be made to various school, community, church and civic groups with special occasional appearances on PGTV.

Location: Volunteer From Home

Availability: Flexible

Hours: Flexible

Needed: 1-10 Volunteers

About the Assignment: Volunteer from Home, Weekday Daytime Hours, Evenings or Weekend Hours

May Appeal To: Homeschoolers, Teens, Young Adults, Adults seeking modest activity, Job Seekers/Career Prep, Corporate Employee Volunteer

SPECIAL NOTE:

If your church, school, etc. has any puppetry equipment which is simply gathering dust (puppet stage, lighting, puppets, etc.) – we will be glad to accept these items and put them to good use helping impact lives!

PIONEER CHARACTERS - Characterizations for pioneer personalities will be given to you, along with simple scripts to learn. Pioneer characters are used during special events and other programs that occur at Homeland Heritage Park to help bring our pioneer community to life for visitors and guests. Training will be provided. This is a fun experience related to Florida and frontier history!

Location: Homeland (Between Bartow & Ft. Meade – 249 Church Avenue, Homeland, FL))

Availability: Flexible during special events and programs; Special events are typically on Saturdays, some weekday opportunities as well – during the school year.

Hours: Varies with event, most are daytime hours, with exception of a Christmas event.

About the Assignment: Indoors, Done in A Day Projects, Your choice – some weekday / weekend events

May Appeal To: Teens, Home school families, College Students, Individuals with interests in History, Education or Theater, Adults seeking moderate activity, Career Prep, Corporate Employee Volunteers

VOLUNTEER INTERNSHIPS – Whether you need to complete a formal internship with your college / trade school ,or if you would simply like to do an “informal internship” as a form of career discovery to assist you in deciding what profession you would like to pursue – keep reading!

Possible internships may exist in the fields of: Accounting, Auto Mechanics, Building / Construction, Business, Education, Electrician, Engineering, Environmental Science, History, Horticulture, Hospitality, Human Resources, Information Technology, Marketing, Medical Records, Nursing, Painting, Plumbing; Political Science, Public Relations, Recreation, Social Services, Sports Marketing, Television Production, Urban Development, etc.

Location: Varies, although a number of our programs are based out of Bartow

Availability: We will work with your schedule within our hours of operation (varies w/office)

Hours: We will work with you within our hours of operation – most offices are open M-F, 8-5.

Transportation: Several of our offices are near bus stops

ENVIRONMENT

RECYCLING COLLECTION EVENT COLLECTORS: Help to take care of preserving our environment by lending a hand at this collection event. Volunteers will help collect items that residents bring in for recycling that would be hazardous to our environment such as – paint, batteries and computer electronic equipment.

Location #1: Public Works Utilities Complex; 300 N. 5th Street; Haines City, FL 33844

Date #1: Saturday March 14, 2009

Location #2: The Lakeland Center - 701 W Lime St – South Parking Lot - Lakeland, FL 33805

Date #2: April 25, 2009

Time: 8:30 a.m. – 1: 30 p.m.

Needed: 10 Volunteers

About the Assignment: Indoors, Done in A Day Projects, Your choice – some weekday / weekend events

May Appeal To: Teens, Home school families, College Students, Individuals with interests in History, Education or Theater, Adults seeking moderate activity, Career Prep, Corporate Employee Volunteers

NATURE DISCOVERY CENTER GREETER/RECEPTIONIST - *Wanted:* energetic, friendly and dedicated greeters. This is a great opportunity for those who enjoy spending the day sharing stories with visitors and proudly represent Polk County and the Environmental Lands Program. Primary duties include: Welcoming and greeting visitors of all ages, Answering phones, Light computer work, Answer questions about the nature center, the Circle B Bar Reserve and the Environmental Lands Program, Monitor exhibits inside exhibit hall and Assist with light cleaning of the exhibit hall area.

Location: 3905 Winter Lake Road, Lakeland 33803. (From US Hwy 98 turn east onto Winter Lake Road (SR540) and travel approximately 2 miles until you see signs for Circle B-Bar Reserve. Turn right into entrance.)

Availability: : Choose any four-hour shift for Morning or Afternoon

Days: Tuesday – Sunday (choose any day(s))

Hours: Tuesday – Saturday 8:45 am to 4:15 pm; Sunday 11:45 am – 4:15 pm

About the Assignment: Outdoors, Weekday or Weekend Assignment, Daytime Hours

May Appeal To: Teens (ages 14-18), College Students, Adults seeking MORE activity, Corporate Employee Volunteers, Clubs/Groups, Environmental Interest Groups/Individuals, Job/Career Prep

PUBLIC RELATIONS ASSISTANT - Help advance the message of the importance of recycling through the creation of public education flyers, brochures and some web design! For those with previous work experience in the field of PR, this is an opportunity to “share your years of acquired wisdom and tricks of the trade” and for those individuals who are preparing for a career in this field, this can provide you with some great practical experience and will look great on your resume!

Location: Between Lakeland & Winter Haven off of 540 (Near All Saints Academy, PCC/USF Lakeland)

Availability: Any day(s) Monday through Sunday

Hours: Flexible.

Needed: 2 Volunteers

About the Assignment: Weekday Daytime Hours, Evening or Weekend Days and Hours, Some of assignment may be done from home/dorm or classroom (exception – web design)

May Appeal To: Adults seeking moderate activity, Job Seekers / Career Prep, Public Relations Students/Retirees, Corporate Employee Volunteer

RAINFALL MONITOR – Here is an assignment that can actually be performed from home or your campus! With water at such a shortage, the data that you collect and report is of **VITAL** interest and importance to everyone from meteorologists, environmentalist, realtors, builders and so many more! As an official county rainfall monitor a FREE rain gauge will be provided to you. Record rainfall whenever it rains. At the end of the month, mail or e-mail your data sheet to our Natural Resources Division. Do you periodically take trips? No problem, simply have a neighbor or someone monitor your gauge while you are away. You can take pride in knowing that you are performing a meaningful task that impacts knowledge of our county’s water supply!

Location: Your Home in - Alturas, Auburndale, Bartow, Davenport, Dundee, Eaton Park, Eloise, Fort Meade, Frostproof, Haines City, Homeland, Lake Alfred, Lakeland, Lake Wales, Mulberry, Poinciana, Polk City, Winter Haven, Lake Marion, Lake Hatcheshaw, Lake Rosalie, Lake Tiger, Lake Walking Water, and Lake Arbuckle

Availability: Daily

Hours: 15 min at the most/daily

Needed: 50 Volunteers

About the Assignment: Volunteer from Home, Weekday Daytime Hours, Evening or Weekend Days and Hours, Outdoors

May Appeal To: Teens (ages 14 – 18), Young Adults, Homeschoolers, Adults seeking modest activity, Meteorology Enthusiasts.

“KEEP IT GREEN” TEAMS - (Adult Teams) Presenting clean & green roadways not only protects our environment, it is also visually impressive to prospective corporations or citizens considering locating in Polk. With 2,500 miles of county roads and an increased number of travelers, your group can make a BIG difference by helping to keep our roadway right-aways green! Some groups host a group get-together following their work project! Feel free to wear your club/neighborhood shirts, bring cameras / video cameras to document to your organization’s contribution to the environment and economy of Polk!

Location: County roadways in the areas of – Auburndale, Dundee, Fort Meade, Frostproof, Lakeland and Mulberry

Availability: Flexible – choose any day M-F (a County Staff Person will accompany you)
Frequency depends on condition of roadway

Hours: Flexible - between the Roadway Maintenance division’s hours of operation of
7 a.m. – 5:30 p.m.

Needed: 10 Teams

About the Assignment: Done-In-A-Day Project, Weekday Daytime Hours, Outdoors,
May Appeal To: Clubs & Groups, Adults seeking MORE activity, Corporate Employee Volunteer Teams

TRASH TERMINATORS – (Teen Auxiliaries - ages 14 & older) The Evil Litter Villains are trying to take over your community’s roadways. Your mission is to can their dastardly deeds and TERMINATE TRASH! If you like, design your group’s own “Trash Terminator” T-Shirts to wear, along with your orange safety vest, on your mission. Your heroic actions not only save the day & the environment – they can help you power-up on volunteer hours for academic credit as well!

Location: County roadways in the areas of – Auburndale, Dundee, Fort Meade, Frostproof, Lakeland and Mulberry

Availability: Flexible – choose any day M-F (a County Staff Person will accompany you)
Frequency depends on condition of roadway – schedule a school’s day out activity

Hours: Flexible - between the Roadway Maintenance division’s hours of operation of 7 a.m. – 5:30 p.m.

Needed: 10 Volunteer Teams

About the Assignment: Weekday Daytime Hours

May Appeal To: Homeschoolers, Teens, Clubs & Groups

HUMAN NEEDS: COMMUNITY & ECONOMIC DEVELOPMENT

STRATEGIC PLANNING ASSISTANT – If you consider yourself to be an intellectual who is gifted in the areas of writing and accounting, this assignment provides you with the ability to be partnered with a Division Director and provide citizen- perspective input in the brainstorming and composition of a strategic plan. Retired corporate executives or former military officers . . . this could be just the opportunity you have been seeking to utilize your acquired wisdom and talents.

Location: Bartow

Availability: Flexible – choose any 2-3 mornings/afternoons M-F

Hours: Your choice between 8 a.m. – noon or noon – 4 p.m.; some work may be done from home

Needed: 1 Volunteer

About the Assignment: Weekday Daytime Hours

May Appeal To: Adults seeking LESS activity, College Interns

TRANSIT STATISTICS REPORTER - Ride aboard Winter Haven Area Transit (W.H.A.T.) buses and record statistical data on a provided form. The data includes such valuable statistics as tracking the number of riders that board and disembark on different routes and at different bus stop sites at various times of day. This will assist Transit administrators in identifying how to best service each of those route areas. Training will be provided. Receive a “bus pass” good for 20 one-way rides/month. You will be included in Winter Haven Area Transit special events such as “Driver Recognition Day and the “Polk County Roadeo” activities.

Location: Routes vary – if you live within our route zones, we may even be able to pick you up for your assignment.

Availability: Flexible – choose any day M-Sat.

Hours: Flexible

Needed: 10 Volunteers

About the Assignment: Bus Ride Provided, Weekday, Near a Bus Stop, Weekend, Daytime Hours, Done in A Day or Weekly Service, Inside A/C bus – pick up at outdoor bus stop

May Appeal To: Volunteers Lacking Transportation, Adults seeking LESS activity, College Statistics Students, Social Work-Law Enforcement Majors/Retirees, Retired Bus Drivers, People who enjoy people

DATA ENTRY CLERK - What a great opportunity to brush up on your employment skills while you search for employment! County government is charged with responsibility for a LOT of recordkeeping – so this is an assignment area that typically generates a lot of requests. This will give you current work experience to add to your resume!

Location: Numerous locations throughout Polk County

Availability: Varies with request of each program – some short-term projects or the option of volunteering once a week or more to build your experience while seeking employment.

About the Assignment: Indoors, Most Locations Near Bus Stop, Job/Career Prep

Hours: Choose 9 a.m. – 12 p.m. or 1 p.m. – 4 p.m.

Needed: 10 Volunteers

Days: Your choice any weekday!

“STUFF-IT” TEAM – Sign up to a part of this fun team’s “STUFFING SOCIALS”, who enjoys getting together periodically to help with "Fun STUFF" for various county agencies and programs. It is an opportunity to assist with the stuffing of items ranging from information packets, to appreciation bags, applying mailing stickers, assembling notebooks, and preparing mail outs, and other simple tabletop projects, while meeting with other people and visiting and talking about "STUFF", while "STUFFING" yourself with refreshments!

Location: Usually Bartow, can vary

Availability: As needed / as you are available – we notify you when the “Team” is requested, if you can make it great – if you can’t - - perhaps another time!

Hours: 9 a.m. – 12 noon (Typically – occasionally bigger projects may require more time.)

Needed: 10 Volunteers

About the Assignment: Near Bus Stop, Weekday Daytime Hours, Indoors

May Appeal To: College Students, Adults seeking LESS activity

INTERNET RESEARCHERS - Do you enjoy a challenge of seeing what information you can locate on the web? Here is an assignment that you will love and you can do it from your home, dorm, vacation resort or wherever you have computer access! Our Volunteer Services office is seeking assistance in locating information beneficial to the promotion of community involvement and volunteer management. Choose from such projects as identifying: grant/award programs, listings & contact info for area churches, civic clubs/groups, etc.

Location: Home/Dorm

Availability: Flexible

Hours: Flexible –You Choose: Mornings or Evenings, Weekdays or Weekends

About the Assignment: Flexible

May Appeal To: Teens (ages 14-18), Homeschoolers, Young Adults, Adults seeking LESS activity, Job Seekers/Career Prep

RSVP VOLUNTEER PROGRAM - The RSVP program provides opportunities for people 55 and over to make a difference in their community through volunteer service. RSVP volunteers

contribute anywhere from a few to several hours a week, serving through schools, police departments, and other nonprofit and public organizations to help meet critical community needs. RSVP offers maximum flexibility and choice to its volunteers. RSVP matches the personal interests and skills of older Americans with opportunities to help solve community problems and offers supplemental insurance while on duty and assignment training from the agency or organization where volunteers are placed.

Location: Countywide

Availability: Varies

Hours: Varies with assignment

About the Assignment: Call Different #: Polk County RSVP, Michelle Shiver 863.534.6729

May Appeal To: Adults age 55+

VISITOR CENTER VOLUNTEERS – Are you a people- person? Enjoy meeting people from around the USA and the world ...? Our tourism concierges greet people from Amsterdam, Peru, England, Scotland, Puerto Rico, as well as from places allover the United States! Come and join our family of smiling faces and welcoming voices who help lend a hand at Polk County’s new interactive visitor center, Polk Outpost 27! There are opportunities for both front-line and behind-the-scenes assignments. The center helps to market Polk County as a vacation destination and assist with information requests. We offer a great team to volunteer with and unique perks along the way. Come join us ...where “hospitality” is the name of the game.

Location: Davenport (at junction of I-4 & Hwy 27 near Perkins)

Availability: Any day(s) Monday through Sunday

Hours: Flexible.

Needed: 10 Volunteers

About the Assignment: Weekday Daytime Hours, Evening or Weekend Days and Hours

May Appeal To: Adults seeking moderate activity, Adults seeking MORE activity, Job Seekers / Career Prep

MISSION /OUTREACH PROJECT: HOUSE WARMING BASKETS - As a result of federal funding, this year 100 people, primarily elderly, will have their sub-standard housing demolished and replaced with safer housing. The County's Housing & Neighborhood Development division, is appreciative of church, school, or other clubs/groups who would be interested in creating "house warming" gift baskets to be presented to these individuals on "moving in day". Staff can assist in making suggestions specific to clients' needs. Possible items might include: night light, skid-proof tub strips, embroidered wall sampler "Home Sweet Home", a few food items/gift card, vial of life, small house plant, etc.

Location: From your home/dorm or meeting site - clients served reside countywide

May Appeal To: Clubs/Groups, Teens, Young Adults, Homeschoolers, Adults seeking moderate activity

HUMAN NEEDS: HEALTH/NUTRITION

MEAL DELIVERY DRIVERS - There is a VERY strong need for volunteers to drive their own vehicles to deliver meals to homebound elderly citizens. Drivers deliver to individuals who live in their communities. Perhaps you and a friend would like to make this your outreach together or your church or

club's project. Must meet county driving policies. The county's Elderly Services' Nutrition Program and services citizens that reside throughout the county sponsor this program.

Locations-Deliver to Homes within YOUR neighborhood of: Alturas, Auburndale, Bartow, Davenport, Dundee, Eaton Park, Eloise, Fort Meade, Frostproof, Haines City, Homeland, Lake Alfred, Lakeland, Lake Wales, Mulberry, Poinciana, Polk City, Winter Haven

Availability: Choose 1-2 days M-F

Hours: 11 a.m. – 1 p.m.

Needed: 60 Drivers

About the Assignment: Weekday Daytime Hours

May Appeal To: Young Adults, Adults seeking moderate activity, Clubs/Groups, Corporate Employee Volunteers

DINING ASSISTANT – Our 14 Fellowship Dining sites, provide a social meal environment to ensure that seniors (age 60+) receive proper nutrition. Volunteers are needed to circulate the dining room offering to assist participants with opening their drink cartons, spreading butter on bread, etc.

Location: Fellowship Dining / Sr. Adult Facilities in: Auburndale, Bartow, Eagle Lake, Eloise, Fort Meade, Frostproof, Haines City, Lakeland (Lake Morton, Washington Ridge Oaks, Medulla), Lake Wales, Mulberry, and Winter Haven (Ave. S, N.E.; Lake Silver)

Availability: Choose 1-2 days M-F

Hours: 8:30 A.M. – 12 Noon

Needed: 20, 2 per site

About the Assignment: Weekday Daytime Hours,

May Appeal To: College Students, Homeschoolers, Adults seeking moderate activity, Clubs/Groups, Corporate Employee Volunteers, Job Search/Career Prep

COMMUNITY HEALTH FAIR REGISTRARS - Help greet and register fair participants and provide them with lab forms as they arrive at the fair. Great way to see people you know as well as a chance to meet new friends and promote a healthier community!

Location: Mulberry –(formerly known site of Spurgeon Bible College – now it is “Evelyn & Batista Madonia Sr. Community Center”) 4440 Spurgeon Dr.; Mulberry, FL 33860

Date / Time: # Needed: 20 Volunteers

About the Assignment: Short-Term project; Weekday, Indoors

May Appeal To: Teens, Adults seeking moderate activity, Job Seekers / Career Prep, College Students

CHAIN OF LAKES CYCLE CLASSIC VOLUNTEERS - Volunteers assist with registration, course monitoring, passing out water, and in providing assistance to event staff as needed. Lunch and beverages will be provided to all volunteers. Event takes place over two days and two locations.

Location: Saturday: Road Race – Lake Buffum, Alturas and Sunday-Criterium Race – downtown Winter Haven

Hours: 4-hour shifts during 7 a.m. – 5 p.m. each day

Needed: 20 Volunteers each day

About the Assignment: Short-Term project; Weekend, outdoors

May Appeal To: Teens, Adults seeking moderate activity, Job Seekers / Career Prep, College Students

TRANSIT SERVICES OFFICE ASSISTANT - Provide general office/clerical assistance in the Transit Administration office in Bartow. Our offices help to coordinate mass transit bus services in the county. Assist with answering the phone and directing calls, contacting bus patrons by phone to confirm special

pick-up for doctor appointments, filing and other general office duties. Assignment calls for the ability to follow both written and verbal directions and to utilize customary phone etiquette when talking with patrons and others who call the office. This is a great way to maintain or brush up on office skills, while helping see that people's need for transportation gets met. Training will be provided. Receive a "bus pass" good for 20 one-way rides/month. You will be included in Winter Haven Area Transit special events such as "Driver Recognition Day and the "Polk County Roadeo" activities. What a great way to make a difference!

Location: Bartow

Availability: Choose any day of the workweek – Mon.-Fri.

Hours: Choose 8 a.m. – noon or noon – 4 p.m.

Needed: 2 volunteers

About the Assignment: Near a Bus Stop, Week Days and Hours, Indoors

May Appeal To: Employment Prep / Job Seekers; Adults seeking LESS activity or College Students

BUS PASS SALES ATTENDANT – What a great way to meet and help people and promote taking care of the environment! Sell bus passes to the public at our beautiful Winter Haven Area Transit (W.H.A.T.) bus terminal located in the heart of town square near City Hall. Training will be provided. Receive a "bus pass" good for 20 one-way rides/month. You will be included in Winter Haven Area Transit special events such as "Driver Recognition Day and the "Polk County Roadeo" activities. Come join the Transit family!

Location: Winter Haven

Availability: Choose any day of the workweek – Mon.-Fri.

Hours: A minimum of 8 hours/month. Choose your days and times of participation. All scheduling is done a month in advance.

Needed: 2 Volunteers

About the Assignment: Near a Bus Stop, Week Days and Hours, Indoors

May Appeal To: Employment Prep / Job Seekers; Adults seeking LESS activity or College Students

MEAL DELIVERY DRIVERS - There is a VERY strong need for volunteers to drive their own vehicles to deliver meals to homebound elderly citizens. Drivers deliver to individuals who live in their communities. Perhaps you and a friend would like to make this your outreach together or your church or club's project. Must meet county driving policies. The county's Elderly Services' Nutrition Program and services citizens that reside throughout the county sponsor this program.

Locations-Deliver to Homes within YOUR neighborhood of: Alturas, Auburndale, Bartow, Davenport, Dundee, Eaton Park, Eloise, Fort Meade, Frostproof, Haines City, Homeland, Lake Alfred, Lakeland, Lake Wales, Mulberry, Poinciana, Polk City, Winter Haven

Availability: Choose 1-2 days M-F

Hours: 11 a.m. – 1 p.m.

Needed: 60 Drivers

About the Assignment: Weekday Daytime Hours

May Appeal To: Young Adults, Homeschoolers, Adults seeking moderate activity, Clubs/Groups

ADULT DAY CARE OFFICE ASSISTANT - Help empower the elderly to continue to live at home as long as possible. Your assistance as a volunteer Office Assistant helps us to process the paperwork and administrative work to make these centers available for Polk's senior adults. Assignment responsibilities include helping with general clerical tasks such as: filing/file organization, answering phones, data entry, etc.

Great way to brush up on skills and gain current experience for your resume!

Location: Bartow

Availability: Choose any day(s) M-F

Hours: Choose 8 a.m. -12 noon or 1p.m. – 4 p.m.

About the Assignment: Near Bus Stop, Weekday Daytime Hours

May Appeal To: Adults seeking modest activity, Job Seekers/Career Prep, Retired Office Clerks

HUMAN NEEDS: CHILDREN / SENIOR ADULTS / OTHER NEEDS

“LOVE BY THE YARD” VOLUNTEERS - Assist elderly, disabled, economically disadvantaged clients of Polk County Elderly Services in helping with much needed (and appreciated) yard work. Specific tasks may vary with each yard – in general tasks may include mowing, weeding /edging, planting flowers, etc. An Elderly Services’ Case Worker will be present the day(s) of assignments to serve as a liaison between the client and volunteers. Some clients may or may not have tools, we will let you know what the situation is with each client. Take great pride, in knowing that you have alleviated a great worry from this client’s mind, as well as, you have helped to provide them with a beautiful yard to enjoy.

Location - Homes of Polk County Elderly Services Clients located in: Alturas, Auburndale, Bartow, Davenport, Dundee, Eaton Park, Eloise, Fort Meade, Frostproof, Haines City, Homeland, Lake Alfred, Lakeland, Lake Wales, Mulberry, Poinciana, Polk City, Winter Haven

** Register you/your group’s interest in serving clients in one or more of the above areas, and we will contact you to see if you are available for projects that occur within that vicinity.

Availability: Choose any day(s) M-Sat

Hours: Flexible

Needed: Varies with size of yard

About the Assignment: Daytime Hours, Outdoors

May Appeal To: Clubs/Groups, Churches, Adults seeking modest activity, Teens, Job Seekers/Career Prep

“GLASS –ACT” WINDOW WASHERS - Imagine what it is to be confined to being indoors and not being physically able to do much. What joy you can bring to our Polk County Elderly Services clients, for them to be able to look out their windows and enjoy the view of the outdoors! An Elderly Services Case Worker will be present the day(s) of assignments to serve as a liaison between the client and volunteers. Some clients may or may not have supplies needed, we will let you know what the situation is with each client.

Location - Homes of Polk County Elderly Services Clients located in: Alturas, Auburndale, Bartow, Davenport, Dundee, Eaton Park, Eloise, Fort Meade, Frostproof, Haines City, Homeland, Lake Alfred, Lakeland, Lake Wales, Mulberry, Poinciana, Polk City, Winter Haven

** Register you/your group’s interest in serving clients in one or more of the above areas, and we will contact you to see if you are available for projects that occur within that vicinity.

Availability: Choose any day(s) M-Sat

Hours: Flexible

Needed: Varies with each client

About the Assignment: Daytime Hours, Outdoors

May Appeal To: Clubs/Groups, Churches, Adults seeking modest activity, Teens, Job Seekers/Career Prep

OUTREACH PROJECT: CHILDREN'S BOOK DRIVE SPONSORS - Polk County's Healthy Families program is designed to promote and enhance the healthy development of children (birth –age 3) and families by promoting positive parenting and reducing poor childhood outcomes including abuse and neglect. Recognizing literacy as a key factor in these children and their families' success, the program is accepting donations of new/like new children's books (early childhood and perhaps slightly older for siblings) to be given to the children at Christmas. Cardboard pages work best. For our Hispanic families, it is helpful to have books that tell the story in English in one half, and in Spanish in the second half. Donations should be contributed by the close of November to allow us time to sort and designate them to families throughout the County. For more information on delivery of donations, contact Polk County Volunteer Services at the contact information at the top of page one.

Location: From home /dorm or your club

Availability: Choose any day(s) Sunday-Saturday

Hours: Flexible

About the Assignment: From Home/Dorm, Clubs/Groups, Corporate Volunteer Teams, Church Mission Groups, Daytime Hours, Indoors /Outdoors, Short-Term project

May Appeal To: Clubs/Groups, Churches, Adults seeking modest activity, Teens, Homeschoolers, Job Seekers/Career Prep

WOOD SHOP LEADER – We have discovered that a number of our male clients in our Adult Day Care programs do NOT like to crochet! Therefore, they have asked us to see if YOU or a small group of your co-workers/buddies, would be willing to come once a week and lead a simple woodcraft project for them to enjoy (they said they might even let the ladies join in, if they like). The ideal type of projects would consist of pre-cut pieces that clients could sit at a table and perform a limit of a few basic steps such as sand this week, glue the project next week and paint it the following week to produce something like a mail holder, a wooden car, etc.

Location: Bartow, Lakeland or Haines City

Availability: Choose any day M-F

Hours: Flexible within 8 a.m. – 5 p.m. operation – will arrange with Site Supervisor

Needed: 2-3 Volunteers

About the Assignment: Clubs/Groups, Corporate Volunteer Teams, Church Mission Groups, Daytime Hours, Indoors /Outdoors

May Appeal To: Clubs/Groups, Churches, Adults seeking modest activity, Teens, Homeschoolers, Job Seekers/Career Prep

BINGO PRIZE CONTRIBUTORS - The County has 3 Adult Day Care Centers, 14 Fellowship Dining Sites, and the Rhor Home (nursing home) who all provide BINGO as a VERY popular activity. The senior adults who participate in this program have told us that they absolutely love winning prizes and would appreciate contributions of items such as: Stuffed Animals (#1 answer), Snack Foods / Little Debbie Snack Cakes, etc. (#1 answer –tied with Stuffed Animals), costume jewelry, nail polish, etc. Call Polk County Volunteer Services to coordinate (number at top of page one).

Location: Auburndale, Bartow, Eagle Lake, Eloise, Fort Meade, Frostproof, Haines City, Lakeland (Lake Morton, Washington Ridge Oaks, Medulla), Lake Wales, Mulberry, and Winter Haven (Ave. S, N.E.; Lake Silver)

About the Assignment: From Home/Dorm, Clubs/Groups, Corporate Volunteer Teams, Church Mission Groups, Daytime Hours, Indoors /Outdoors, Short-Term project

May Appeal To: Clubs/Groups, Churches, Adults seeking modest activity, Teens, Homeschoolers, Corporate Employee Volunteers

ENTERTAINERS - Watch smiles appear on the faces of our Senior Adults, as you or your group come and perform for us at one or more of our facilities. (The County has 3 Adult Day Care Centers, 14 Fellowship Dining Sites, and the Rhor Home (nursing home) who provide services to Senior Adults.) Examples of entertainment might include, but not limited to: Dancing Performers, Singers, Musicians, Magicians, Ventriloquist, Clowns, Comedians, Skit Performers, Mascot Visits (Sports Teams, Theme Park Characters, etc.), Story Tellers.

Location: Auburndale, Bartow, Eagle Lake, Eloise, Fort Meade, Frostproof, Haines City, Lakeland (Lake Morton, Washington Ridge Oaks, Medulla), Lake Wales, Mulberry, and Winter Haven (Ave. S, N.E.; Lake Silver)

Availability: Once a week, Once a month, or Once-in-a-While -- you choose and coordinate with Site Supervisor

Hours: 8:30 A.M. – 12 NOON (Fellowship Dining Sites), Other sites may have later options.

About the Assignment: Weekday Daytime Hours

May Appeal To: Teens, Young Adults, Homeschoolers, Adults seeking moderate activity, Clubs/Group

ACTIVITIES TEACHERS - Help our senior adults stay busy and have fun doing so! Examples include, but are not limited to:

- Painting Teachers
- Arts & Craft Teachers
- Quilting Teachers
- Chair-Exercise Instructors
- Dance Instructors
- Crochet / Knitting
- Kitchen Band Director
- Flower box Gardeners
- Sing-Along- Leaders
- Sewing Teachers – Make Teddy Bears
- Card Club Leader

Location: Auburndale, Bartow, Eagle Lake, Eloise, Fort Meade, Frostproof, Haines City, Lakeland (Lake Morton, Washington Ridge Oaks, Medulla), Lake Wales, Mulberry, and Winter Haven (Ave. S, N.E.; Lake Silver)

Availability: Once a week, Once a month, or Once-in-a-While -- you choose and coordinate with Site Supervisor

Hours: 8:30 A.M. – 12 NOON (Fellowship Dining Sites), Other sites may have later options.

About the Assignment: Weekday Daytime Hours

May Appeal To: Teens, Young Adults, Homeschoolers, Adults seeking moderate activity, Clubs/Group

PUBLIC SAFETY

FISCAL MANAGER'S CLERK - Work closely with the Department Fiscal Manager and be able to follow directions. Assignments will include but are not limited to: Organizing folders, locating and updating ordinances and statutes pertaining to public safety, reading through Public Safety grants and

creating new folders for each of the divisions located in Public Safety. These divisions are: Emergency Management, Emergency Medical Services and Fire Services.

Location: Bartow

Availability: Any day(s) Monday through Friday

Hours: Flexible.

Needed: 2 Volunteers

About the Assignment: Weekday Daytime Hours, Near a Bus Stop, Indoors

May Appeal To: Adults seeking moderate activity, Adults seeking MORE activity, Job Seekers / Career Prep

CALENDER – VOLUNTEER OPPORTUNITIES SPECIAL EVENTS / PROJECTS

MARCH 2009

3/14 Recycling Collection Event : (Haines City)

3/ 26 Community Health Fair (Mulberry)

APRIL 2009 “Volunteer Appreciation Month”

4/13-17 Agri-Fest, Session #1 (Bartow)

4/ 18-19 Chain of Lakes Cycling Classic (Lake Buffum/Fort Meade, Alturas, Downtown Winter Haven)

4/25 Recycling Collection Event: (Lakeland)

4/27 – 5/1 Agri-Fest, Session II (Bartow)