

**LCAP AGENCY DESCRIPTION BOOKLET
Spring 2019-2020**

Alfred Campanelli YMCA

Arden Courts

Aperion Care-Plum Grove

Autumn Leaves

Clearbrook

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Adult ESL

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Kenneth Young Center

Lexington Health Care and Rehab

Center of Streamwood

Lifesource Blood Services

Manor Care Health Services

Marklund Home

Pads - Prince of Peace

Schaumburg Child and Family Center

Schaumburg Township

Schaumburg Township District Library

Special Olympics – Ten Pin Bowlers

St. Marcelline Church

St. Peter Lutheran School

Sunrise Assisted Living

UPS for DownS

Village of Schaumburg

Engineering & Public Works

Community Development

Transportation

IT Department

Teen Center/The Barn

Prairie Center for the Arts

Police Department

Finance Department

Human Resources

WINGS Program, Inc

Golden Corridor Family YMCA

Campanelli Branch
300 W. Wise Rd.
Schaumburg, IL. 60193

Contact Person: Kathryn MacDonald
H.R. Director
(847) 891-9622 Ext. 104
kmac@gcfymca.org

To schedule an interview: Please email Kathryn MacDonald at
kmac@gcfymca.org

All spots available have limited number of volunteers accepted

Jobs Available:

KASPER (Before and After School Child Care) – Assist the KASPER Before and After School Child Care Program Site Director/Program Coordinators at one of the following elementary schools:

Ann Fox	1035 Parkview Dr. Hanover Park, IL	Einstein	1100 Laurie Ln. Hanover Park, IL.
Churchill	1520 N. Jones Rd. Schaumburg, IL	Link	900 S.W. Glen Trail Elk Grove Village, IL.
Hanover Highlands	1451 Cypress Ave. Hanover Park, IL.	Stevenson	1414 Armstrong Ln. Elk Grove Village, IL

Duties include assisting with planned activities, homework help, games, sports, and the care and supervision of the children. This is a great opportunity for those students interested in pursuing professional youth development/education careers.

Days available: Monday, Tuesday, Thursday or Friday
Hours: 7:00 am – 8:30 am or 4:00 pm – 6:00 pm

ACHIEVEMENT ACADEMY - Just like the KASPER After School Program, but this program runs at the YMCA.

Days available Monday - Friday
Hours: 4:00 pm - 6:00 pm

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AMAZING KIDS (Child Watch) – Amazing Kids is a supervised activity/play area for children ages 6 months to 11 years of age. Parents utilize this babysitting service while they are using the YMCA. Assist the Amazing Kids Coordinators with organizing activities, child care, and overall supervision of the child watch area.

Days available: Monday – Thursday- Hours: 5:00 – 7:00 pm

Saturday - 10:00 am - Noon

Sunday – 11:00 am – 1:00 pm

FIELD HOUSE/FITNESS – Assist the Field House Manager with supervising the gym, providing customer service to members/guests, refilling necessary supplies as needed, and keeping the area neat, clean and organized.

Days available: Monday, Thursday & Friday from 4:00 – 6:00 pm

Monday – Friday - 6:00 pm - 8:00 pm

Saturday and Sunday: 10:00 am to Noon

AQUATICS – Assist in our Aquatics department with swim lessons or life guarding. Individuals who want to lifeguard must have a current lifeguard certification and have CPR/First Aid certifications.

Days available: Monday – Thursday from 6:00 – 8:00 pm

Saturday & Sunday from 9:30 am – 11:30 am

MEMBER SERVICE DESK - Assist our front desk staff with customer service, answering phones, swiping membership cards and giving tours of our facility to perspective members.

Days available: Monday – Friday from 4:00 - 6:00 pm & 6:00 – 8:00 pm

Saturday: 9:00 - 11:00 am, 11:00 am - 1:00 pm, 1:00 - 3:00 pm, 3:00 - 5:00 pm or

Sunday: 10:00 am – 12:00 Noon, 12:00 Noon - 2:00 pm, 2:00 - 4:00 pm

**Arden Courts
Alzheimer's Assisted Living Facility
1940 Nerge Road
Elk Grove Village, IL 60007
www.ardencourts.com**

**Contact: Will VanGiesen
(847)534-3840
williamvangiesen@hcr-manorcare.com**

Number of Students needed for this job:

5-8 students

Days wanted and hours needed:

Monday thru Friday 4 pm to 6 pm

Saturday – Sunday 10 am to 2 pm

Special qualifications:

Students must have a desire to work with active seniors who have dementia related diseases like Alzheimer's disease. Patience, sense of humor and creativity are needed.

General Skills needed:

Students will attend a training program given at the facility to learn about our facility regulations, dementia related illness and how to communicate with our residents effectively.

Special notes:

You are responsible for completing volunteer applications. Pick one up in the social studies office from Mr. Jacobsen.

Once you have completed an application you will be asked to sign up for a 15 minute interview.

APERION CARE PLUM GROVE
24 S. Plum Grove Road
Palatine, IL 60067

Contact: Lisa Farrell, Activities Director OR Kristie Rivera, Assistant

847-358-0311
krivera@aperioncare.com

Number of students needed for this job: 3

Days wanted: Saturdays 1:30 – 3:30 pm
Tuesday and Wednesday 1:30pm - 3:30 pm **Only for students with early release

Tasks:

To spend time with residents on a one to one basis, helping them with letters and reading to people who can no longer read for themselves. To facilitate group games, simple crafts, and singing groups. No special talents required. They will also be able to help at Ice Cream Socials, balloon toss and play cards with residents.

Special Qualifications:

Be able to take initiative to work with the residents. Realize some of the residents have physical limitations and may be confused.

General Skills Needed:

Be patient, outgoing and understanding of older adults.

Autumn Leaves

215 Bartlett Road
South Barrington, IL 60010

Contact person:

Jennifer Camacho, Life Engagement Manager

Phone: 847-844-1205

Email: jcamacho@autumnleaves.com

Autumn Leaves is an Alzheimer's & Memory Care Community located in South Barrington on Bartlett Road. We have 33 residents but when full, we will have 46. Our residents' age range is from 60-99 years old. We provide a lifestyle that our residents are familiar with. Our volunteers will help with those activities. List of some: Trivia games, sing-a-longs, bingo, creative writing, poetry, various eye-hand coordination type of activities like catch etc. plus exercise. We also welcome students who would like to sing or play musical instruments to our residents. We have a piano on site. We are open 24 hours. Volunteering begins at 9:00 am to 5:00 PM each day of the week.

Skills: FUN! FUN! FUN! & positive engagement with the residents!

CLEARBROOK

Kathy Schueing
847.385.5016
kscheuing@clearbrook.org

Volunteers are among Clearbrook's most valuable resources. They impact both the people we serve and our fundraising efforts. Get to know a lot of nice people and have some fun, while helping Clearbrook in a meaningful way. Some of our year-round volunteer opportunities are listed below. For further information, please call our Volunteer Hotline at 847.870.7748.

Clerical: Weekdays 9 a.m.-5 p.m. once a week until 9pm at Clearbrook Plaza, 1835 W. Central Rd., Arlington Heights. Help with data entry, mailings and other administrative tasks.

Service Projects: Organize a beautification project at one of Clearbrook's group homes or day facilities- painting, window washing, landscaping/gardening.

Group Volunteer Opportunities/Youth: Create a craft project for children 2-6 for the Take A Break program. Pick a month or holiday theme, research the craft (e.g. fall leaves, Christmas trees, etc.); provide all instructions, supplies (Hint: look online for ideas, Disney and other sites)

YEAR ROUND VOLUNTEER OPPORTUNITIES 2019-20

TAKE A BREAK IN THE AFTERNOON (TBD) - This program has been *****Dates below TBD*****
Developed to help support our families currently on the "Take A Break" volunteer waiting list. Program participants and volunteers will meet at Rolling Meadows location: 3705 Pheasant Drive from 10:00 a.m. - 1:00 p.m.(9/9, 10/14, 11/11, 12/9, 1/13, 2/10, 3/10, 4/14, 5/12) OR Addison location: NEDSRA 1770 W. Centennial Pl from 10am-1pm(9/16, 10/28, 11/18, 12/2, 1/20, 2/17, 3/17, 4/21, 5/19) OR Crystal Lake location: NISRA 285 Memorial Drive 2pm-5pm(11/4, 12/9, 1/27, 2/24, 3/24, 4/28, 5/12) OR Waukegan location: SRSNLC, 732 N. Genesee St.(9/23, 10/28, 11/18, 12/2, 1/27, 2/24, 3/24, 4/28, 5/19). Families may drop off their children of all abilities for an afternoon of play supervised by trained volunteers and staff. Contact Kathy Scheuing for more information at 847-870-7748.

CLEARBROOK BOWLING -Volunteers needed as Lane Buddies Bowling League for adults with disabilities two Saturdays a month, 11:15 a.m. -2:00 p.m. at Elk Grove Bowling, 53 Arlington Heights Rd. in Elk Grove Village. See Beth to sign in, Ted for assignment (look for Clearbrook blue polo shirt); dress comfortably-jeans and gyms shoes are fine. Dates are: Sept. 14 & 28, Oct. 12 &26, Nov. 9 & 23, Feb. 15, March 14 & 28, and April 18.(Dec. & Jan- holiday/winter break

SPECIAL EVENTS 2019-20

Want to volunteer for a specific event or fundraiser?

Check out our special event volunteer opportunities listed below.

For further information, please call our Volunteer Hotline at 847.870.7748.

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Hanging letters on Resident Doors Promoting Clearbrook Step It Up for Clearbrook, Sunday, September 8

1:30 pm- 3:30 pm

Hanging letters on residents doors in downtown Arlington Heights informing them we will be having a 5K race in their area.

Step It Up for Clearbrook 5K/1 mile walk, Saturday, September 21

6:30 am– 11:00 am

- T-Shirt Distribution (12 people) 6:30am-8:30am: Distributing t-shirts to runners who did not come to packet pick-up
- Gear Check (6 people) 6:30am-8:30am or 8:30am-10:30am: Similar to coat check but with runners bags, purses, phones, etc
- Intersection Monitors (50 people) 7:30am-10am: 2 people at every intersection to cheer runners on and monitor the race
- Breakfast Servers (10 people) 6:30am-8:30am or 8:30am-10:30am: Serving bagels, muffins, fruit, etc
- Water Stations (10 people) 8am-10am: Fill up cups, hand out cups to the runners, pick up the cups the runners discard
- Finish Line Volunteers (20) 8:30am-10:30am: Hand out food and drinks, hand out sponsor information, etc
- Set Up Crew (5 people) 6am-8am: Put tent and tables up, etc
- Clean Up Crew (5 people) 9:30am-11am: Take tents down, pick up trash along the course, etc

Halloween Party- Sunday, October 27th

10:30am to 1pm

Basswood Building, 1333 Basswood St., Schaumburg

Volunteers will help with decorate, serve refreshments, and engage in dance party, games and fun with Clearbrook clients.

Serving Thanksgiving Lunch- Wednesday November 27th

9:30am to 1:30pm

Volunteers will be helping prepare and serve a Thanksgiving lunch to our Clearbrook clients' location TBD.

Annual Holiday Party, Saturday December 14

10:30am to 4pm

Join us for holiday merriment at Clearbrook Workshop/Getz Building 746 S. Vermont in Palatine. Volunteers help decorate, serve refreshments, assemble goody bags, engage in holiday fun with Clearbrook clients and Santa Claus (1pm-3pm); help with cleanup is also welcome.

Clearbrook Acting Class, Wednesday February 12 to June 17

4pm to 5:30pm

Volunteers will mentor Clearbrook actors at the Clearbrook Commons at 3201 W. Campbell St. in Rolling Meadows during rehearsals and then perform in a production in June at the Metropolis Theatre in downtown Arlington Heights.

District 54
SPECIAL OLYMPICS
Rafferty Administration Center
524 E. Schaumburg Road
Schaumburg, IL 60194

Kelly O'Reilly
Call or text 847-508-2176, or email kellyoreilly@sd54.org

Number of students needed for this job:
Several

Days wanted and hours needed:
Practices are at Frost Junior High School and/or TBD, 1 – 2 days per week, times ranging from 6:00 – 8:00 p.m. (depending on sport or activity).
Games/tournaments will be mostly held at various locations on weekends.

Tasks:
Help out with various sport programs practices, and help supervise and encourage athletes and attend competitions

Qualifications:
A great, patient attitude working with grade school children of various ages and abilities. Outgoing and willing to be a partner with a Special Olympic athlete.

Requirements:
Reliable with a fun, outgoing, happy attitude.

Attend a 20 minute informational meeting on Tuesday, January 21, 2020 at 6:00 pm. Please call or email Kelly for the details for this meeting.

District 54 Schaumburg Parent University

Contact Person and phone/email: Dr. Meg Kwak – 847.357.2154
megkwak@sd54.org

Description of Agency:

We run Schaumburg Parent University through Schaumburg School District 54 and 2 nights a month we hold classes for parents. During these events, we need HS volunteers to watch the children and play games with them. The nights of the classes vary, though there are all during the week Monday-Thursday. All classes are also all in the evening starting as early as 5:30 and ending no later than 8:15. A vast majority of the classes are held at School District 54 District Office Building (all classes will be held in Schaumburg just possibly at a school building).

Number of students needed for this job: 4

Days wanted and hours needed:

Varies between M, T, W, Th earliest start time is 5:15 and latest you will go is 8:30

Tasks:

Childcare

Special qualifications:

Interest in playing with kids

General skills needed:

Responsible, fun

Special skills desirable:

Interest in playing with kids

ELK GROVE PARK DISTRICT
1000 Wellington Avenue
Elk Grove Village, IL 60007

Note: Interviews for all positions will be held at the Pavilion in the Craft Room. Please call your contact person for information regarding the date and time.

ATHLETICS

Contact: Brian O'Malley (847) 228-3523 or email at bomalley@elkgroveparks.org

Assist with the instruction of our youth sport classes. Classes offered include basketball, soccer, t-ball, and floor hockey.

Days and hours needed: Monday through Thursday 4:00pm – 7:00pm (Various days depending on class schedule and enrollment)

Positions Available: 4

Qualifications: Should be enthusiastic and have a genuine interest in working with children ages 3-7 in a sports environment. Classes focus on skill development and team building.

AQUATICS

Contact: Lana Purves at (847) 690-1184 or email at lpurves@elkgroveparks.org

Assist park district staff with the supervision of children enrolled in the swim lesson program. Volunteers should be prepared to be in water to help organize and lead a variety of in-water activities and games.

Assist park district staff with the Stingrays Swim Team home meet on TBD.

Days and hours needed: Monday through Thursday 5:00pm – 7:00pm, Weekends and Saturday, TBD from 12:30-4pm.

Positions Available: 5-6

Qualifications: Should be enthusiastic with a genuine interest in working with school aged children. Must be able to supervise children and interact with them. Must be prepared to be in water with appropriate swim wear.

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KIDS' CLUB

Contact: Irene Faciano at (847)228-3518 or email at ifaciano@elkgrovecparks.org

Assist park district staff with the supervision of children enrolled in the after school program. Volunteers should be prepared to help organize and lead a variety of activities including gym games and activities.

Days and hours needed: Monday through Friday 4:00pm – 6:00pm

Positions Available: 10

Qualifications: Should be an enthusiastic with a genuine interest in working with school aged children. Must be able to supervise children and interact with them.

PRESCHOOL

Contact: Jennifer LoBosco at (847)228-3526 or email at jlobosco@elkgrovecparks.org

Assist preschool staff with supervision of children enrolled in Late Pickup program.

Days and hours needed: Monday through Friday 4:00pm – 6:00pm

Positions Available: 10

Qualifications: Should be enthusiastic and have a genuine interest in working with preschool aged children.

SPECIAL EVENTS

Contact: Ashley Pratscher at (847) 690-1109 or email at apratscher@elkgrovecparks.org

Assist Park District staff in the implementation of Special Events for children, teens or adults. Examples include Halloween Fest, Family New Year's Eve Party, Dog Special Events and High Tea Fashion Show. Volunteers should be outgoing and adaptable.

Days and hours needed: Nights and weekends

Positions Available: 4

FRIENDSHIP VILLAGE OF SCHAUMBURG
350 W. Schaumburg Road
Schaumburg, IL 60194

Jeannette Magdaleno
Life Long Learning and Volunteer Coordinator
(847) 884-5539
Jeannette.Magdaleno@myFSO.org

**Orientation/Interview Session: Tuesday, January 14 4:00pm-5:30pm - OR -
Thursday, January 16 from 4:00pm-5:30pm**

The session will be in Sarah's Grove – Bridgewater Place

Directions: Enter the campus from Schaumburg Rd. and park in the lot in front of the first building you see.

These sessions are open to all area volunteers, high school students, and those in need of service hours. All of our opportunities are on a first come, first serve basis.

Number of students needed for this job:

40

Friendship Village is a CCRC (Continuing Care Retirement Community, the first Illinois Accredited CCRC in Illinois) - which means that we provide most levels of living:

Bridgegate and Bridgewater Place - are the most independent resident level. Volunteers assist with small group activities such as games, bowling and as PC Helpers.

The Willows - provides multiple levels of care to General Assisted Living (GAL) residents and to Memory Support (MSA) residents. Volunteers assist with small group activities such as word games, board games, coffee socials and bingo as well as arts and crafts.

Briarwood - our Health Care Center (HCC), provides skilled and intermediate nursing care and rehabilitation services for residents with convalescent and chronic conditions. A Special Care Unit (SCU) was developed to better meet the needs of persons with Alzheimer's disease or related disorders. Volunteers in this area assist with small group activities such as balloon volleyball, kickball, darts, sing-a-longs, exercises, bingo and arts and crafts.

Administrative and clerical volunteer opportunities - are also available as well as a customized activity based on a student's talent, skill or hobby (i.e. the playing of a musical instrument).

HANOVER PARK PARK DISTRICT
1919 Walnut Avenue
Hanover Park, IL 60133

Program Event	Days	Times	Tasks	Staff contact
Special Events Volunteer	varies	varies	Assist with prep work for all events. Assist with leading games and activities with the public at special events. Plus set up and take down of the event.	Jasmine Williams Recreation Supervisor 630-837-2468 ext 115 j.williams@hpparks.org
Athletic Programs & Leagues Volunteer (Soccer, Basketball, etc.)	Varies	Varies	Assist leaders with soccer/basketball instructions. Assist with set up and tear down. Oversee the program.	Jasmine Williams Recreation Supervisor 630-837-2468 ext 115 j.williams@hpparks.org
After School Program Volunteer	M – F	2 hour time slots starting at 2:30pm.	Assist leaders with elementary age children through leading activities, helping with snack, set up and take down.	Liza Nicol Recreation Supervisor 630-837-2468 ext 132 email l.nicol@hpparks.org

JAMES B. CONANT
Adult ESL
Julie Frost
jfrost@d211.org

Number of students needed:

Up to 18 students per semester

Evenings wanted and hours needed:

Mondays or Wednesdays from 6:30 pm to 9:00 or 9:30 pm.

Session 1: Sept 5 through Dec 5

Session 2: Late January to Late April

Special Qualifications:

Working with adult instructors

Teaching English to adults

Grade or organize papers

Work with individual adults or in small groups

Special skills desirable:

Good organizational skills

Ability to leave phone aside

Willing to be patient and help others

Ability to use the Internet

Ability to speak another language is desired, but not required

JAMES B. CONANT
Art Department

Erin Garrity-Duffey, egarrityduffey@d211.org

Interested students should fill out a form found on the Art Office door and return it as soon as possible.

1. Number of students needed for this job:

4-8 each semester

Days wanted and hours needed:

3 or 4 days flexible

Tasks:

Assisting art students
Putting up and taking down art displays
Framing artwork, research in library
Matting artwork, mixing clay and chemicals
Cutting paper, labeling and cataloging slides
Organizing stock
Setting up demonstrations
Taking digital slides of artwork

Special Qualifications:

Art background at Conant

General Skills Needed:

Use and care of basic art tools
Basic knowledge of elements and principles of art
Ability to work with peers with artwork

2. Number of Students needed for this job:

4-8 each semester

Days wanted and hours needed:

2 or 3 days a week, flexible

Tasks:

Putting up and taking down art displays/bulletin boards
Matting/dry mounting art work
Collecting and organizing visuals
Restocking and mixing photo chemicals
Set up and shut down of the darkroom
Cutting Dry mount board on the paper cutter
Filing and organizing handouts
Drying Prints

Special Qualifications:

Art experience

General Skills Needed:

Ability to climb on stools and ladders, lift and tote boxes. Able to deal with the fact that one's hands may get wet and dirty. This can be a physical job.

JAMES B. CONANT
AV Department
Paul Kim 847 755-3761

Number of students needed:
2 – 4 students

Days wanted and hours needed:
Various hours during school hours

Special Qualifications:
Demonstrate ability to help other fellow students with ipad troubleshooting, notability, schoology, google drive.

Special skills desirable:
Good organizational skills
Willing to have patience and help others

**JAMES B. CONANT
CHEMISTRY TUTORING CENTER**

**See Ms. McCoy in the Science Department
(847) 755-3815
smccoy@d211.org**

Number of students needed for this job:

4 chemistry tutors and/or chemistry lab assistants

Days wanted and hours needed:

Must average at least 2 hours per week

Tuesdays, Wednesdays, Thursdays 7:30-8am OR 3:35- 4:30 p.m. OR TBD

Special Qualifications:

Punctuality!!!! Must be on time and stay until the end

Must have 3.0 GPA or higher

Must have A or B in last year's math and science class

Must be good role model of study skills

Willing to work with all kinds of students at various skill levels

Must be an excellent student in chemistry

Special Skills Desirable:

Good organizational skills and the ability to work with people

MUST BE ABLE TO TAKE INITIATIVE & HAVE PUNCTUAL COMMUNICATION!

Cougar Feeder Baseball

Mr. Derek Fivelson
Math Office
dfivelson@d211.org

2nd Semester Only

Agency Description:

Mr. Fivelson will appoint you to a local organization that holds indoor winter baseball training. You will assist the coaches during their practices by providing extra instruction to young baseball players. Options for organizations will be Elk Grove Youth Baseball and the Schaumburg Athletic Association.

Number of Students Needed: 1 - 10

Days: TBD by the teams you will be assisting.

Tasks/Requirements:

Assist at indoor practices by following the instructions of the head coach.

Qualifications:

Demonstrate proficiency in regards to baseball fundamentals and mechanics. Demonstrate the ability to act professional and engaging with baseball players aged 8 and up.

JAMES B. CONANT
Junior Cougars Wrestling Club
700 E. Cougar Trail
Hoffman Estates, IL 60194

FIRST/ SECOND SEMESTER
Will begin in November
and continue through
March

John Kane
847-755-3770

Number of students needed for this job:
3/day-maximum

Days wanted and hours needed:

Tuesdays, Wednesdays, and Thursdays from 6:15 p.m. to 7:45 p.m.
***Must attend Jr. Cougar wrestling tournament at Conant High School in
February

Tasks:

Assist coaching wrestlers at practice and tournaments.

Special Qualifications:

An understanding of wrestling technique and coaching

Special skills desirable:

Ability to wrestle; good people skills; and patience for children 8-14
years old

Requirements:

Knowledge of folk style wrestling, rules, and technique.

JAMES B. CONANT
Tutoring Center
700 E. Cougar Trail
Hoffman Estates, IL 60194

Mr. Catapano

Interested students must see Mr. Catapano in the Team Room

TUTORING

Number of students needed for this job:

15 per semester

Days wanted:

5 days a week, first or second half of the period, after school

Tasks:

Help students

Special qualifications:

Patience and interest in helping others

General skills needed:

Patience and the ability to work with other students

Kasper – Schaumburg Park District

Contact: Stephanie Gear

847-252-2888 ex: 2038

stgear@parkfun.com

Assist at one of our thirteen KASPER Before and After School Child Care Sites. Responsibilities include assisting the Site Director with planned activities, homework help, games, sports and the care and supervision of the KASPER participants. Volunteers **cannot** work at a school where a sibling is attending the KASPER Program.

Number of students needed: 20

Locations: KASPER program is held at various schools within District 54 boundaries.

Meeting: Monday, January 20, 2:30 pm at the Community Recreation Center. Please RSVP to the above contact.

**LEXINGTON HEALTH CARE AND
REHAB CENTER OF STREAMWOOD
815 E. Irving Park Road
Streamwood, IL 60107**

**Marissa Rafaelli, Volunteer Coordinator
630-837-5300 leave message when necessary**

Number of students needed for this job:

1 – 2 per day; up to 6 on weekends

Days wanted and hours needed:

Saturday, and Sunday from 9:15 AM – 12PM

Tuesday, Wednesday, Thursday from 4PM-8PM

Tasks To choose from:

1. Will gather residents from each floor and help activity staff with recreational groups. Will need to help with clean-up and taking residents back to their rooms.
2. Will pass out mail to the residents.
3. Operate the gift shop - sell ice cream and candy to the residents, staff and visitors.
4. Visit specific room bound residents. Read to, play music, talk with, play cards, nail care, letter writing, etc.
5. Attendance charting into logbooks.
6. Decorating projects.
7. Utilize any special talents: music, art, gardening, hobbies, dance, etc.
8. Pet therapy (dogs, rabbits, birds, etc.)

Special qualifications:

Compassion, enjoy the elderly

General skills needed:

Ability to help others

Special skills desirable:

Understanding of older and disabled persons -- treat ALL RESIDENTS with dignity and respect, understand residents' rights (knocking on doors, etc.).

*****Students must be 18 years old to volunteer at this agency**

*****Students must complete applications with agency prior to starting volunteering**

Vitalant (previously LifeSource)
211 W. Golf Road
Schaumburg, IL 60195

Christina Lambeth
(847) 260-2775 Office
clambeth@itxm.org

Vitalant (previously LifeSource) is located across the street from Ziegler Auto, situated behind Supercuts, in the same strip mall as the Melting Pot.

Students must call to reserve a spot for the group interview.

Number of students needed for this job: Various

Days wanted and hours needed:

Thursday 5:00 p.m. – 7:00 p.m
Saturday 9:00 a.m – 11:00 OR 10:00 a.m. - 12:00 p.m

Agency interviews will be determined when you call.

Responsibilities:

- Be alert at all times. Learn to anticipate the needs of donors and staff.
- Maintain a professional attitude
- Greet and thank blood donors warmly
- Maintain and restock refreshment area
- Tend to children in play area as needed
- Serve refreshments to donors
- Observe for any untold donor reactions and calmly alert staff
- Reschedule donor appointments
- Assist donor room staff as necessary
- Monitor 15 minutes post donation – complete LifeSource Quiz

Special qualifications:

- Does not get queasy around blood
- Maturity
- Initiative (anticipate tasks without being asked)
- Personable (deals with adults) and Professional
- Dependable
- Effective Communicator

Dress Code:

Professional dress - **NO JEANS, T-SHIRTS, GYM SHOES OR SWEATS**

Tops and slacks must “meet in the middle”,
closed toed-shoes are required (non- porous). **No sandals, flip flops, ect.**
Name badge must always be worn and clearly visible

MANOR CARE HEALTH SERVICES
1920 Nerge Road
Elk Grove Village, IL 60007

Patrick Krillic
847- 301-2294
847-301-0013 fax
473act@hcr-manorcare.com

	# of students	Days Wanted	Hours Needed
“Bunco” Game Assistant	2	Saturday	10:00 a.m. - noon
Recreation Assistant: Cards	2	Monday	7:00 – 9:00 p.m.
Table Games Recreation Leader	2	Saturday Sunday	3:00 – 5:00 p.m.
Spa Night/Manicure Group Assistant	2	Tuesday	6:30 – 8:30 p.m.
Evening Recreation Assistant	1	Wednesday	6:30 – 8:30 p.m.
Recreation Asst: Ice Cream Parlor and Karaoke	1	Saturday	1:30 – 3:30 p.m.
Bingo/Store Assistant	1-2	Friday	2 hours between 1:30 and 4:30pm
Sunday Church Transporter	1	Sundays	9:00 – 11:00 a.m.
Recreation Assistant: Programs will Vary	1-2	Sunday	2:00 – 4:00 p.m.

Marklund Philip Center
164 S. Prairie Ave.
Bloomington IL 60108

Contact person-Lisa Esposito – Volunteer Engagement Specialist
630.397.5661
lesposito@marklund.org

Our Mission:

Marklund makes *everyday life* possible for **individuals** with profound disabilities.

Our Vision:

A happy, safe, purpose-filled life for every individual with intellectual and developmental disabilities.

Our Philosophy of Care:

At Marklund it is our goal to help each individual rise above their limitations, reach their highest potential and live as full a life as possible.

Day & Hours for Volunteer Needs:

Monday – Friday Activities: between 5 -7pm
Tuesday & Thursday Community Outings: 3 -5p.m.
Saturdays & Sundays Activities: 10:45 -11:30a.m. & 5 -6p.m.

Activities:

Playing games, activities, arts and crafts & Spiritual Devotion Mondays

Marklund Residents:

The residents function in the severe to profound range of disabilities and always require help. Activities and outings are planned with their disabilities in mind so they get the most therapeutics benefit from them.

Special Qualifications:

Volunteer must have patience; follow directions and willing to have fun.

Mandatory Requirements:

- Volunteers must be 14yrs.old or older to participate without an adult.
- Tour
- Orientation- Policies and procedures will be discussed and complete volunteer application

PADS-Prince of Peace Lutheran Church
930 W. Higgins Road
Schaumburg, IL 60193

THE HOPE CENTER (Journeys)
1140 E. Northwest Highway
Palatine, IL 60074

CONTACT: Sheryl Keller
224-383-4088
Email: kevin-keller@comcast.net

When you call, if no answer, leave your name, phone number AND email address.

All volunteers must attend a two-hour training session at Journeys in Palatine (or other site TBD) prior to being assigned. Once trained, you will be invited to sign up for specific volunteer opportunities at the PADS site. Youth volunteers must be at least a junior/senior in high school and will be supervised at all times. **NO Conant High School** clothing maybe worn.

TIME & LOCATION: Fridays and Saturday mornings

Prince of Peace Lutheran Church, 930 W. Higgins Rd., Schaumburg 60195

PADS SHELTER SITES
VOLUNTEER OPPORTUNITIES

The shelter sites are open between October 6 and April 28

Fall 2019 Positions:

- 3 or 4 for set up and serving on Friday evenings (from 5:30 pm to 8:30 pm)
- 2 for first shift on Friday evenings (from 6:30 pm to 9:30 pm)
- 4 for breakfast and clean up on Saturday mornings (5:30 am to 8:00 am)

**SCHAUMBURG Child and Family Center
Children's Home and Aid
725 E. Schaumburg Rd.
Schaumburg, IL. 60194**

**Alma Avalos
630-671-2400
aavalos@childrenshomeandaid.org**

Students needed: Various

Days and hours needed:

Commitment Total: 20 or more hours

Monday through Friday – 7 a.m. – 6 p.m.

1 to 2 times a week

Interact with infants to 5 years old.

Classroom Helpers at the Schaumburg Center enhance the children's educational services by providing support and assistance to the classroom teachers. Position duties can include assisting in the development of weekly lesson plans, helping to welcome children to the center, assisting in classroom daily routines, monitoring play time, reading stories and helping with art projects. We also have opportunities for "Cuddlers" in the infant rooms. Baby Cuddlers provide an extra set of helping hands - rocking infants, reading stories, and helping with classroom tasks.

Anyone 18 or older must have be fingerprinted and pass a background check.

*******Requirement: TB Shot
Current physical within the last 6 months**

Schaumburg Township
1 Illinois Blvd.
Hoffman Estates, IL 60169

Contact: Megan Conway
847-884-0030 x2020

Kim Kettel
847-884-0030 x2014
kkettel@schaumburgtownship.org

Purpose: To interact and assist a local government agency providing services for older adults, persons with disabilities, and families who are low-income.

Responsibilities: Data processing, filing, greeting clients, light manual labor, light phone duties, and other tasks as assigned

Schaumburg Township District Library
130 S Roselle Rd
Schaumburg, IL 60193

Monday-Thursday between 4-9pm (usually two hour shifts). Each department will take 1-2 students. Students are asked not to call but rather use the online form EXCEPT for the Hoffman Estates branch.

First come, first serve!

Completing the form does not guarantee you will be volunteering at the library. The application will open on January 10 at 9:00 am and will close when we receive 40 applicants or until January 13 at 9:00 am. You will receive a call by the library staff if you have been selected.

Fiction: Inspect and shelve books; help with special projects; shelve and straighten Fiction department; and interact with patrons at the Fiction Desk. Monday-Thursday after school until 9 p.m.

kidsZone: Assist with after-school programs, prepare drop-in crafts, repair board games and help with special projects as needed. Must enjoy working with children and families. Flexible hours Monday-Saturday.

Teen Place: Prepare displays, assist patrons, shelve books and multimedia items, and assist with teen programming. Monday through Thursday evenings only until 9 p.m.

Hanover Park Branch: Inspect and shelve DVDs, CDs and multimedia items; shelve and straighten books; prepare and assist with drop-in crafts; create book displays; and help with special projects. Flexible hours Monday-Saturday.

Hoffman Estates Branch: Inspect and shelve DVDs, CDs and multimedia items; shelve and straighten books; prepare and assist with drop-in crafts; create book displays; and help with special projects. *Note: To apply to volunteer at the Hoffman Estates Branch, you must call (847) 885-3511.*

The new link to the online application is <https://www.schaumburglibrary.org/lcap-share>.

SPECIAL OLYMPICS – TEN PIN BOWLERS

Contact: Mrs. Elizabeth Lynch
645 Oklahoma Circle
Elk Grove Village, IL. 60007-2862
Home: (847) 895-6152
Cell: (847) 609-1471
tenpinbowlers@comcast.net

Ten Pin Bowlers is an agency of Special Olympics that includes young adults of high school age and above. We bowl most every Saturday at Brunswick Zone at 1100 W. Lake Street in Roselle starting on September 15. There will be an expectations meeting prior to beginning.

Needs: 15 to 20 volunteers needed

Days wanted and hours needed:

Saturday's 10:30am – 2:00pm (this would be the latest)

Students must report every Saturday unless prior arrangements are made with the Agency Director/Head Coach.

Description of Duties:

- Assisting young adults that are developmentally and physically challenged.
- Aid wheelchair athletes in setting ramp and retrieve ball from the return.
- Keeping athletes on task and in their lanes (area).
- Facilitate socialization between athletes and peers.
- You will be placed on a different lane weekly. This will enable you to meet all the athletes.

Responsibilities:

- **NO** cell phone usage (including **texting**) allowed while assigned to athlete(s).
- Upon arrival, turn in your timecards to Head Coach. You will then get a lanyard with a badge ~ this must be worn during your service hours.
- When you return the lanyard, your timecard will be signed and returned.
- If student has not completed required hours & misses 2 times without notifying the Agency Director/Head Coach directly, student will be placed on probation. If student misses a 3rd time without hours completed, they will be given a failing grade

ST. PETER LUTHERAN SCHOOL
208 E. Schaumburg Road
Schaumburg, IL 60194

Marnie Pontrelli
847-885-7636
mpontrelli@stpeterlcms.org

Number of students needed for this job: Flexible

Days wanted: Monday-Friday

Hours needed: 2:15 p.m. - 6:00 p.m.

Tasks: Flexible teacher aide working with young children. Read stories, play games and supervise activities.

General skills needed: Volunteer must be patient and willing to work with pre-schoolers and first through sixth grade students.

Sunrise Assisted Living of Schaumburg
790 N. Plum Grove Road
Schaumburg, IL 60173

Contact Person: Lisset Rosales, Activities & Volunteer coordinator

Schaumburg.avc@sunriseseniorliving.com

or

847-517-9700

Hours needed:

8 am - 8 pm - Mon – Sun

Tasks:

Leading a variety of activities; ranging from health and fitness to arts and crafts, etc.

Must have the ability to initiate one on one conversation with the residents

Must be a self-starter and able to led activities when the program coordinator is out of the office. Additional duties include assisting with mealtimes, and clearing tables. There are several animals (pets) that will need walking and cages cleaned.

Village of Schaumburg – Multiple Opportunities!

In order to volunteer with the Village of Schaumburg, students must complete the following ASAP!

- a. Volunteer Application (to be completed by the student as they would for a job, including references)
- b. Volunteer Approval Form (to be completed by the department contact, including job duties, then approved by department director)
- c. Hold Harmless Agreement (this includes all students; parent signature required for students under age 18, otherwise student signature is required)

Students should directly contact the department they are interested in from the list to follow:

See the following 3 pages of opportunities!

Multiple Opportunities!

In order to volunteer with the Village of Schaumburg, students must complete the following ASAP!

a. Volunteer Application

<https://schaumburgil.seamlessdocs.com/f/VolunteerApp> (to be completed by the student as they would for a job, including references)

b. Hold Harmless Agreement (part of the Volunteer Application process – parent or guardian signature required for students under age 18, otherwise student signature is required)

c. Volunteer Approval Form

<https://schaumburgil.seamlessdocs.com/f/elqnuzpw3v1> (to be completed by the department contact, including job duties, then approved by department director)

Students should directly contact the department they are interested in from the list to follow:

See the following pages for opportunity details!

Village of Schaumburg – Community Development Department

101 Schaumburg Court
Schaumburg, IL 60193

Linda Connor, 847-923-3965, lconnor@schaumburg.com

Hours: Weekdays after school until 5 pm

Job Description: Weekdays after school until 5 pm

General office tasks, including: filing, organizing correspondence, photocopying plans, permit applications, and similar documents, using the plotter/scanner to scan architectural plans. [Department can accept up to two students.](#)

Completed paperwork, a background check, and approvals are required. This may take a few days leaving a smaller window of time for processing within the school's timeline. If interested please call as soon as possible to process your application.

Village of Schaumburg - IT Department

101 Schaumburg Court
Schaumburg, IL 60193

Anthony Ardolino, 847-923-3806, aardolino@schaumburg.com

Hours: Weekdays anytime 9 am – 5 pm, typically 4pm – 5 pm

Job Description: Students will work hands on with the IT department working through technical services, application development, web training and administrative tasks. Preferred Qualifications include: general interest in technology, an understanding of basic technical terminology, general office, and administrative skills. [Accepting one student.](#)

Completed paperwork, a background check, and approvals are required. This may take a few days leaving a smaller window of time for processing within the school's timeline. If interested please call as soon as possible to process your application and schedule your interview.

Village of Schaumburg - Prairie Center Arts Foundation

201 Schaumburg Court
Schaumburg, IL 60193

Theresa Olvera, 847-923-3608, tolvera@schaumburg.com

Hours: 4pm to 6pm on weekdays unless special arrangements are made

Job Description: 1st semester: 1 person on Tuesdays to set up the Schaumburg Youth Orchestra and assist with clerical duties as assigned. 2nd semester same as 1st semester except: 1 person to work with Special events to update data files – must be comfortable making phone calls.

Completed paperwork, a background check, and approvals are required. This may take a few days leaving a smaller window of time for processing within the school's timeline. If interested please call as soon as possible to process your application and schedule your interview.

Village of Schaumburg – Schaumburg Police Department

1000 W. Schaumburg Road
Schaumburg, IL 60194

Paula Diaz, 847-348-7274, pdiaz@schaumburg.com

Hours: Monday – Friday, Hours vary

Job Description: Clerical Records Filing, administration – special projects. [Accepting one student.](#)

Completed paperwork, a background check, and approvals are required. This may take a few days leaving a smaller window of time for processing within the school's timeline. If interested please call as soon as possible to process your application and schedule your interview.

Village of Schaumburg – Finance Department

101 Schaumburg Court
Schaumburg, IL 60193

Cheryl Musolf, 847-923-4511, cmusolf@schaumburg.com

Hours: Weekdays anytime until 5 pm

Job Description: Variety of Finance Department duties. General office skills are desired but not necessary. Must have the ability to work independently and follow instructions. [Accepting two students.](#)

Completed paperwork, a background check, and approvals are required. This may take a few days leaving a smaller window of time for processing within the school's timeline. If interested please call as soon as possible to process your application and schedule your interview.

Village of Schaumburg - Human Resources Department

101 Schaumburg Court
Schaumburg, IL 60193

Heather Nelson, 847-923-3901, hnelson@schaumburg.com

Hours: Weekdays after school until 5 pm

Job Description: General office tasks, including: filing, photo copying, setting of appointments, making phone calls, and other tasks as needed. [Accepting up to two students.](#)

Completed paperwork, a background check, and approvals are required. This may take a few days leaving a smaller window of time for processing within the school's timeline. If interested please call as soon as possible to process your application.

WINGS Program, INC

Location: WINGS Logistic Center
1265 Oakton St.
Elk Grove Village, IL 60007

Contact Person: Bruna Srb
Tel. 8475197820 x 350
bsrb@wingsprogram.com

Please park on the west side of the building.

Title: Logistic Center Volunteer

Description: Each day we receive new and gently used items through the generosity of our local merchants and community members. We sell these items to the public with all proceeds going to support our shelters, counseling, and other services. These stores are a vital part of our organization because they provide the largest and most consistent source of funds for our program. All merchandise is also available to our residents, at no cost, as they rebuild their lives after the devastating effects of domestic violence and homelessness. To minimize the risk of injury, **close-toed shoes are required.**

Volunteer Positions:

Sorter:

Goal: To support the service and fundraising goals of the WINGS resale store by accepting donations, inspecting them and then sorting them into the appropriate sections.

Description: Sorters graciously accept boxes and bags full of donated items from members of our community (and, occasionally politely declining items we unfortunately cannot accept). Then, often working together, the sorter(s) will inspect the items for damage put them into the appropriate categories for further pricing and processing (eg. women's clothing, kids toys, books, etc.). Depending on the section, items may also be placed on a hanger, receive a tag or size sticker, etc. Items that are out of season are bagged and stored for pick up from our recycler. Sorters are also always looking out for special treasures (high end name brand items, items with tags, some antiques). The specifics of our sorting system are learned through on-the-job training.