

Service Learning Community Partners
Virginia Highlands Community College
276.739.2516 jlittle@vhcc.edu

**** Last updated 10/15/07**

Organization: Abingdon Senior Center
Contact Person: Polly Wirt (Pollyann@naxs.net)
Address/Phone: 300 Senior Drive
 Abingdon, VA 24210
 (276)628-3911

Volunteer job descriptions: Custom designed: several hours, part day, full day, weekly, semester, internship or special area project.

- Areas of need:**
1. Homebound meals (fundraising, vehicle maintenance, delivery)
 2. Collectable booth (stocking, sorting, helping with sales, housekeeping)
 3. Office (typing, filing, etc.)
 4. Baking (for bazaars and regular dinners)
 5. Seasonal (Christmas programs, clearing streamside vegetation)
 6. Housekeeping and landscaping
 7. Interactive (spending time with adults)

Organization: Abuse Alternatives
Contact Person: Crystal Hutton
Address/Phone: PO Box 3388
 Bristol, TN 37625
 (423)652-9093

Volunteer job descriptions: Student can volunteer for special one-time events, complete an 8 hour self-study, can be trained 20 hours to be able to answer the hotline

- Areas of need:**
1. Hotline (answering phone, requires 20 hours of training)
 2. Shelter monitoring, children's program support, donation collection, grocery shopping, client advocates, community education/event coverage
 3. Interaction (limited supervision while interacting with clients)
 4. One-day functions (various events held throughout the year)

Organization: American Red Cross Mountain Empire Chapter
Contact Person: Patti Tascher
Address/Phone: 901 Commonwealth Ave.
Bristol, VA 24201
(276)645-6660

Volunteer job descriptions: Year-round opportunities to serve the community. The students can serve a variety of hours, depending on the area of need they choose.

- Areas of need:**
1. Public relations worker (write media releases, update media lists, create educational booklets and flyers using the computer)
 2. Office worker (various tasks around office)
 3. "Basic Aid Training" instructor (go to elementary schools and teach children first aid skills; the student will be trained first)
 4. "Scrubby Bear" instructor (teach preschool children how to wash their hands and other ways to prevent the spread of disease; the student is trained first)
 5. Disaster volunteer (the student is required to undergo 12 to 20 hours of training; they will be called upon during searches, fires, or disasters)
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Organization: Big Brothers/Big Sisters
Contact Person: Kent Simcox kentsimcox@naxs.com
Address/Phone: 114 Court Street
Abingdon, VA 24210
(276)628-7053

Volunteer job descriptions: Service learning can occur during special one-time events or on a weekly basis. If service is on a weekly basis, hours can range from 1-4 hours per week.

- Areas of need:**
1. Core program volunteer (spend 2-4 hours per week with a child outside of their home)
 2. "Bigs in Schools" (a volunteer mentor meets with a child at his/her school for 1 hour per week to help with homework and be a friend)
 3. High school "Bigs" program (a volunteer meets with a child at a central location with other Bigs and Littles. They all participate in a group game and then break apart for 1 on 1 activities – this takes place 1 hour per week)
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Organization: Boys and Girls Club
Contact Person: Tonya O'Dell
Address/Phone: 334 Rebecca Street
Bristol, VA 24201
(276)669-8921

Volunteer job descriptions: No specifics. Students can complete service learning project over the course of a semester.

- Areas of need:**
1. Cleaning neighborhood
 2. Help staff
 3. Help sponsors
 4. Help members
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Organization: CASA of the 28th Judicial District (Court Appointed Special Advocate)
Contact Person: Ivy Ritchie
Address/Phone: 711 Oakview Avenue
Bristol, VA 24201
(276)645-3523

Volunteer job descriptions: Students can do hourly work on a weekly basis or go through intensive training sessions and serve only when needed.

- Areas of need:**
1. Volunteer Advocate (student would stand up for abused and neglected children in court. The advocate provides the judge with a carefully researched background of the child to help the court make a sound decision about the child's future. ****Qualifications:** 3 references, an application, complete criminal history and Central Registry check, must be 21, and complete 45 hours of pre-service training.
 2. Fund raising, public relations, and donations (student will plan and execute various activities so they must be ambitious and full of ideas, have knowledge of the community and its resources, and have excellent people skills)
 3. Office assistants (must have knowledge of computers and basic office equipment or being willing to learn)
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Organization: Faith in Action
Contact Person: Kathi Lowe
Address/Phone: PO Box 2419
Abingdon, VA 24210
(276)739-9992

Volunteer job descriptions: Any amount of time served would be appreciated.

- Areas of need:**
1. Care provider (student will be matched with someone from the community who needs help with transportation, shopping, running errands, etc)
 2. Office assistants (clerical work and answering phones)
 3. Food pantry (sort, shelve, unload trucks, clean, put emergency packages together)

4. **Pharmacy connection (student will research medication manufacturer's guidelines for indigent programs, deliver forms to doctor's offices, assist people filling out forms, and track responses)**
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Organization: Girl's Inc.
Contact Person: Bee Wagner
Address/Phone: 613 Highland Avenue
Bristol, VA 24201
(276) 669-8686

Volunteer job descriptions: One time events, weekly, semester volunteering

Areas of need:

1. Assists program director with daily activities
2. Arts and crafts lessons
3. Computer lessons
4. Homework tutors
5. Reading lessons
6. Secretarial duties
7. **ANYTHING** the students can contribute to the daily activities will be appreciated.

Organization: Grace Health Care (Nursing home)
Contact Person: Violet Campbell
Address/Phone: 600 Walden Road
Abingdon, VA 24210
(276)628-2111

Volunteer job descriptions: Any amount of time spent with the patients is appreciated.

Areas of need:

1. Spending time with patients
2. Playing checkers, working puzzles, etc.
3. Your imagination is the limit

Organization: Haven of Rest Rescue Mission
Contact Person: Patsy Elsea (Volunteer Coordinator)
Address/Phone: 624 Anderson Street
Bristol, TN 37621
(423) 968-2011
Fax: (423) 968-4697
Havenofrest624@aol.com

Volunteer job descriptions: Any amount of volunteer time appreciated.

Areas of need:

1. Outlet store- pricing, sorting, assisting
2. Landscape development
3. Food pantry prepare and hand out food boxes Tuesday through Friday from 9am to 11am

Organization: Healing Hands Health Center
Contact Person: Helen Scott
Address/Phone: 210 Memorial Drive
Bristol, TN 37620
(423) 652-0260
Fax: (423) 652-0694

Volunteer job descriptions: Any amount of volunteer time appreciated

Areas of need:

1. Office work, filing, etc. (Adult Medical Clerical)
2. Help patients at the center. (Nursing Volunteer)
3. Help with dental care and patients. (Dental Volunteer)

Organization: Highlands Community Services
Contact Person: Diane Evans
Address/Phone: 266 West Valley St.
Abingdon, VA 24210
(276) 645-4736
Fax: (276) 645-4742
devans@highlandscsb.org

Volunteer Job Description: Any amount of time would be greatly appreciated.

Areas of Need:

1. **Student Intern Clerical Technician-**The student intern will provide clerical support services to Bristol Community Support Services under the supervision of the full-time provider and the BCSS Supervisor.
2. **Case Manager Assistant-Student Intern (SI) -** The student Intern will be responsible for assisting Consumers in completing daily living skills in their place of residence and in community settings.
3. **Management Information System-Student Intern (SI)-** The SI will be responsible for creating a computer program that will compute how SSI and Social Security benefits are affected by earnings from a job.

Organization: Highlands Educational Literacy Program Inc. (H.E.L.P)
Contact Person: Sallie Garrett, Executive Director
Address/Phone: 334 Rose Street
P.O. Box 2044
Abingdon, VA
(276) 676-4355
Fax: (276) 676-4355
garrettsj@naxs.net

Volunteer Job Description: Volunteer 2-3 hours at a time.

Areas of Need:

1. **Volunteer Reading Tutor: Help an adult 18 years of age or older to learn to read and widen his or her horizons through one-on-one relationship, emphasizing personal attention.**
 2. **Family Literacy Worker: Work with families to strengthen parents' abilities to be their children's first teachers at head start centers.**
 3. **Tutor for English as a Second Language Program: Assist migrants in Washington County and surrounding areas in their desire to learn English. Help migrants to build a healthy relationship with others in the community.**
 4. **Volunteer for Neighborhood Learning Center: Work with adults and families to strengthen job skills, reading skills, and family reading skills.**
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Organization: Hospice of Southwest Virginia
Contact Person: Linda King
Address/Phone: 325 Cummings Street
Abingdon, VA 24210
(276) 623-1440
1-800-704-0653
Fax: (276) 628-4877
Wclmkl@carilion.com

Volunteer Job Description: All volunteers are carefully interviewed and receive over 20 hours of training from the Hospice team, other professionals, and videos before their participation in hospice care. You can volunteer any available time that you have.

Areas of Need:

1. **Patient Care Volunteers: Do you enjoy getting to know new people, offering companionship, providing transportation, or assisting with small household chores? You may be suited to serve as a patient care volunteer for hospice patients.**
 2. **Hospice Volunteers: Can do anything from reading to patients to doing some light household tasks and possibly taking the patient to an appointment or out shopping.**
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Organization: Kings Way Charities
Contact Person: Audrey Lambert
Address/Phone: 1119 Commonwealth Ave.
Bristol, VA 24201
(276) 466-3014
alambert@kingbf.org

Volunteer Job Description: Opportunities available Mon-Fri 9 am through 4 pm and Tues. through Thurs. 8 am to 3 pm.; any amount of time appreciated

Areas of Need:

- **Pick and pack missionary supplies for mission workers going to third world countries. Load trucks with food going out in 77 miles radius of Bristol to 5 different states.**

Organization: (MOPS) Mother of Preschoolers childcare program, Moppets
Contact Person: Daisha Rasnake, Moppet Coordinator
Address/Phone: 16210 Elementary Drive
Abingdon, VA 24210
(276) 628-2400

Volunteer job description: Moppets is children's program that provides quality child-care to pre-schoolers while their mothers attend MOPS meetings. The time commitment is 3.5 hours per month as MOPS meets on the first Wednesday of each month from 9AM to 12:30PM. Volunteers will be screened by the Moppet Volunteer Recruiter/Coordinator.

Areas of need: Care provided for infants aged 3 months and higher through kindergarten. There is a nursery for babies under 1, Toddler 1, 2, & 3 classes, a pre-school age class for 4 and 5 year olds. All meetings are held at Abingdon Bible Church on Elementary Drive..

Organization: Mount Rogers Regional Adult Literacy Program
Contact Person: Susan Seymore
Address/Phone: 625 West Main Street
Abingdon, VA 24210
(276)739-2525

Volunteer Job Description: Any volunteer time is greatly appreciated.

Areas of Need:

1. Help coordinate a learning disabilities project for the entire region and/or other special projects.
2. Help adults learn to read, get their GED, improve basic job skills, etc.

Organization: People Incorporated
Contact Person: Linda Midgett
Address/Phone: 1173 West Main St.
Abingdon, VA 24210
(276) 623-9000
Fax: (276) 628-2931

Volunteer Job Description: Any volunteer time is greatly appreciated.

Areas of Need:

1. **Project Discovery: Mentor high school students preparing for college.**
 2. **Comprehensive Health Investment Project (CHIP)-Karen Hutton-Childcare for parent groups. Help parent groups plan meetings.**
 3. **After School Programs-Sandra Conley: Assist with after school activities, homework, and child care at Meadowview Elementary and High Point Elementary.**
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Organization: Salvation Army
Contact Person: Major Mullins
Address/Phone: 137 Edgemont Ave
Bristol, TN 37620
(423) 764-6156
Fax: (423) 764-8082

Volunteer Job Description: 10am to 1pm and 4pm to 6pm (soup kitchen). Weekend work available.

Areas of Need:

1. **Food drives: Soup kitchen**
 2. **Thrift Store: sorting, pricing, stocking**
 3. **Bell Ringers: Seasonal needs vary, Christmas needs are higher.**
 4. **Angel Tree Program Stocking Stuffers**
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Organization: Southwestern Virginia Second Harvest Food Bank, Inc.-Appalachian Branch
Contact Person: Joan Blevins, Kevin Stanley, Earnest Catsulis
Address/Phone: P.O. Box 2579
Abingdon, VA 24212
(276) 628-9266
Fax: (276) 628-3947
joanblevins@hotmail.com

Volunteer Job Description: Time commitment and schedule are very flexible. There are additional opportunities and they often have one time events such as food drives, fundraising events, etc.

Areas of Need:

1. **Office Needs: filing, typing letters, stuffing envelopes, making labels, and answering phones.**
2. **Warehouse Needs: Putting pallet tags on food, painting, cleaning, assisting agencies with loading food, stocking coolers and freezer, unloading and loading food bank trucks, and repacking food into smaller bags.**
3. **Soup Kitchen Needs: Help cooking meals, distributing meals to clients, pick up food from donors, stock soup kitchen shelves, cleaning, washing dishes, sweeping, mopping, etc.**
4. **Foods and Skills Class Coordinator: Would be responsible for planning, booking presenters, etc. Will work with student's schedule. One or two students could do this.**

5. Kids Café Coordinator Assistant: Assist with existing Kids Café agencies and with recruiting new agencies.

Organization: Southwest Virginia 4-H Educational Center, Inc.
Contact Person: Sandra Fisher
Address/Phone: 25236 Hillman Hwy.
Abingdon, VA 24210
(276) 676-6180
Fax: (276) 676-6188
chgates@vt.edu

Volunteer Job Description: Any volunteer time is greatly appreciated.

Areas of Need:

- **Camp volunteer:** Assist with instructional and recreational program delivery for youth. Lead activities involving games, songs, and dance (movement). Lead craft classes. Assist with supervision of children. Experience managing and instructing small and large groups of children.

Organization: Total Home Care Hospice
Contact person: Marsha Looney
Address/Phone number: P.O. Box
Grundy, VA 24614
1-800-424-6682

Volunteer Job Description: Sit with hospice patients while their caregivers are away. Volunteers must go through a brief training session and TB test. All volunteers are vaccinated for Hepatitis.

Organization: Valley Street Baptist Church
Contact person: Ask for children activities coordinator.
Address/Phone: 334 Rose Street
Abingdon, VA
276-628-6396

Volunteer job description: Hang out, play with, and coordinate activities for children in the after-school program.

Organization: Virginia Department of Forestry
Contact Person: Bill Miller
Address/Phone: P.O. Box 978
Abingdon, VA 24212

(276) 676-5488
Fax: (276) 676-5581
barry@dof.state.va.us

Volunteer Job Description: Any volunteer time is greatly appreciated.

Areas of Need:

1. Data entry
 2. Filing
 3. Answering phone
 4. Greeting public
 5. Fire dispatching by radio.
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Organization: Wellington Place of Colonial Heights
Contact Person: Angie Martin
Address/Phone: 400 Professional Park Drive
Kingsport, TN 37663
(423) 239-0022
Fax: (423) 239-9717

Volunteer Job Description: Any volunteer time is greatly appreciated.

Areas of Need:

1. **Indirect Resident Service:** May include some fund-raising to help purchase activity equipment and supplies. Or, sponsor drives to collect birthday and bingo prize items such as mall stuffed animals and snack size candy bars.
 2. **Sharing of Talents:** Share vocal and/or musical talents.
 3. **Activities:** Several activities will occur each day and can use assistance and range and motion activities, arts and crafts, bingo, various games, Bible study, lunch and shopping outings, reading to residents, helping with celebrations and more.
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Organization: Wellmont Hospice
Contact Person: Angie Browning
Address/Phone: 280 Steeles Road
Bristol, TN 37620
(423) 844-5252
Fax: (423) 844-6379

Volunteer Job Description: Any volunteer time is greatly appreciated.

Areas of Need:

1. **Patient Care Volunteers:** Do you enjoy getting to know new people, offering companionship, providing transportation, or assisting with small household chores? You may be suited to serve as a patient care volunteer for hospice patients.
2. **Office Assistant:** Computers, filing, answering phones, receptionists, and preparing mailings.
3. **Bereavement Volunteers:** Bereavement volunteer who visits homes of family members who have recently lost their loved one.
4. **Nightlighters:** Do you have the abilities or training in providing personal care to the sick, including bathing, grooming, feeding, and bathroom care? You may be

suited to serve as a volunteer who spends the night with a patient in their home or at the Hospice House.

5. **Home Patient Care Volunteer:** Provide emotional support to patients and families; provide respite care for family members, assist with transportation needs, and assist with housekeeping. Opportunity to help care for someone who is terminally ill. Provides additional support services to help maintain a patient in their home environment.
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Organization: William King Regional Arts Center
Contact Person: Debbie Trueblood
Address/Phone: 415 Academy Drive
P.O. Box 2256
Abingdon, VA 24212
(276) 628-5005
Fax: (276) 628-3922

Volunteer Job Description: Any volunteer time is greatly appreciated.

Areas of Need:

1. **Reception Desk:** Greeting visitors and answering phones. This job is for you to enjoy people and appreciate the arts.
 2. **Museum Store:** Handling sales and displaying merchandise.
 3. **Mailings:** Labeling envelopes and preparing press releases and other materials for mailing.
 4. **Docent Program:** Learning about the Arts Center, learning about the exhibits, and sharing what you learn with public and school audiences.
 5. **Exhibit Installations:** The tasks include painting and carpentry.
 6. **Children's Program:** Preparing classroom materials.
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Organization: Wonder Kids Therapeutic Equestrian Center
Contact person: Cindy Wright
Address/phone: See website; organization in Abingdon, VA:
<http://www.wonderkidstec.org/>
(276) 669-8234
cindyslabs@juno.com

Volunteer job description: Work with emotionally or physically disabled children and horses. Job ranges from working with children, therapy horses, maintenance and groundskeeping, and help with fundraisers.