



# **Volunteer Placement Needs --- FALL, 2017**

Specific Questions? Email us: [volunteers@missionwaco.org](mailto:volunteers@missionwaco.org) Or call our Main Office: (254) 753-4900

<b>Program</b>	<b>Director</b>	<b>Time(s)</b>	<b>Location</b>	<b>Duties</b>
<b>Children's Program</b> <i>After School</i>	McKenzie Miller <a href="mailto:mmiller@missionwaco.org">mmiller@missionwaco.org</a> (254) 753-4900 ext. 223 ----- Site #2: Connie Sloan <a href="mailto:branch@missionwaco.org">branch@missionwaco.org</a>	Mon. thru Thurs. 3pm to 6pm ----- Site #2: The BRANCH Tue/Thurs only 3:30-5 pm	"The Rock" West Ave. & N.16 <sup>th</sup> St. ----- Site #2 Barron's Branch Apts 817 Colcord Ave.	<u>2 hrs weekly:</u> Assist Director in fulfilling planned programs. Actively involved with mentoring/tutoring and relationship-building. ----- Duties: Assist Director in fulfilling planned programs. Actively involved with mentoring/tutoring and relationship-building.
<b>Children's Kid's Cafe</b>	McKenzie Miller	Mon. thru Thurs. 4-6pm	"The Rock"	Assist with meals; interacting with children during mealtime. Clean cafeteria.
<b>Children King's Club</b> (individual volunteers and/or groups)	McKenzie Miller <a href="mailto:mmiller@missionwaco.org">mmiller@missionwaco.org</a> (254) 753-4900 ext. 223	Sat. mornings 10am to 12 noon	Meet at "The Rock" at 10am sharp! West Ave. & N.16 <sup>th</sup> St.	Assist in Group games & Bible Study at low-income housing complexes, as assigned by Program Director. This is an "ongoing program placement". The "Group" option must be preauthorized by the Director.
<b>Youth Program</b> <i>After-School Session</i>	Suzi Elnaggar 254-753-4900, ext 210 <a href="mailto:selnaggar@missionwaco.org">selnaggar@missionwaco.org</a>	Mon. thru Thurs. 4:30-6:30 pm	Youth Center 1305 N. 15 <sup>th</sup> St.	Assist Director in fulfilling program planning. Mentorship, small groups, chaperoning, etc.  <i>Visit MissionWacoYouth.com for a full schedule.</i>
<b>Youth Program</b> <b>After-School</b> <i>Meal Service</i>	Suzi Elnaggar 254-753-4900, ext 210 <a href="mailto:selnaggar@missionwaco.org">selnaggar@missionwaco.org</a>	Mon. thru Thurs. 3:30 – 4:30 (snack) 4:30-6:30 (dinner)	Youth Center 1305 N. 15 <sup>th</sup> St.	Assist Director in preparing and serving meals. Clean kitchen and meal room.  <i>Visit MissionWacoYouth.com for a full schedule.</i>

<p><b>Youth Program</b> <i>Worship Night</i></p>	<p>Suzi Elnaggar 254-753-4900, ext 210 selnaggar@missionwaco.org</p>	<p>Once Monthly on Tuesday night</p>	<p>Youth Center 1305 N. 15<sup>th</sup> St.</p>	<p>Assist Director in planning and running youth night. Play/lead music. Play/lead games. Chaperone  <i>Visit MissionWacoYouth.com for a full schedule.</i></p>
<p><b>Youth VolunTEENS</b>  Service Team Coordinator</p>	<p>Suzi Elnaggar 254-753-4900, ext 210 selnaggar@missionwaco.org</p>	<p>Friday 3:30 – 6pm Sat (Kings Club) 10- 12pm</p>	<p>Youth Center 1305 N. 15<sup>th</sup> St. (many activities are also offsite)</p>	<p>Assist Director coordinating and supervising Youth service team. Chaperone.  <i>Visit MissionWacoYouth.com for a full schedule.</i></p>
<p><b>Jubilee Theatre</b> Performing Arts &amp; Productions</p>	<p>Trent Sutton jubileedirector@missionwaco.org  (254) 753-4900, ext. 206 <a href="http://www.jubileetheatre-waco.org/">http://www.jubileetheatre-waco.org/</a></p>	<p>(TBD) Must contact Trent prior to any volunteering</p>	<p>Jubilee Center 1319 N. 15<sup>th</sup> St.</p>	<p>Interaction with children/teens in our creative/performing arts programs. Helping with performances, productions (off-stage) building sets, sound assistance (if experienced)</p>
<p><b>Urban Expressions</b> Visual Arts Program</p>	<p>Erin Adams urbanexpressions@missionwaco.org (254) 753-4900, ext 208</p>	<p>Tues. Youth: 5:15-6pm Nursing.Home: 3:45-5pm  Wed. Barron’s Branch: 3:45-4:30pm DIY w/Youth 5-6pm  Thurs. Children: 3:45-4:30pm Community 5-6pm</p>	<p>Jubilee Center 1313 N. 15<sup>th</sup> Street</p>	<p>Assist, encourage all Participants (children &amp; teens) who are engaged in specific expressions sessions</p>
<p><b>Urban Movements</b> (dance)</p>	<p>Lauryn Everic Urban Movements Dir. urbanmovements@missionwaco.org (254) 753-4900</p>	<p>Urban Movements (dance) Mon-Thurs 3:45- 6pm</p>	<p>“The Rock” West Ave. &amp; N.16<sup>th</sup> St. (and Jubilee Theatre)</p>	<p>Assistant teachers for Music/Movement classes. Lead or Asst.Teacher for Hip-Hop classes. <i>(volunteer 1 hr wkly)</i></p>
<p><b>Urban Melodies</b> (music)</p>	<p>Lauryn Everic</p>	<p>Urban Melodies (music): Mon-Thurs 3:45-6pm</p>	<p>“The Rock” West Ave. &amp; N.16<sup>th</sup> St. (and Jubilee Theatre)</p>	<p>Private instrument instructors: guitar and piano.  <i>(volunteer 1 hr wkly)</i></p>

<b>Meyer Center “Walk-In Center” (Social Services)</b>	<b>Carlton Willis</b> cwillis@missionwaco.org (254) 753-4900, ext. 202	<b>Mon. - Thurs.</b> 6:30 a.m. -1 p.m. & 4-5 p.m. <b>Fridays, 7 – 11:30 a.m.</b> <b>Saturdays, 6:30 – 10 a.m.</b>	<b>Meyer Center</b> 1226 Washington Ave Corner of Washington & 13 <sup>th</sup> St.	Casual interaction w/the public, with MW program Participants and the homeless. Also, perform office tasks as requested by Director or Supervisor.
<b>Meyer Center MPowerment</b>	<b>Program Director TBD</b> Temp Contact: Carlton Willis cwillis@missionwaco.org	<b>Mon-Fri</b> <b>9am-12noon</b>	<b>Meyer Center</b> 1226 Washington Ave	Helping Participants with computer operations, job search, resume writing.
<b>Meyer Center Kitchen</b>	<b>Carlton Willis</b> cwillis@missionwaco.org (254) 753-4900, ext 202	<b>Kitchen: Mon.-Thur. &amp; Sat.</b> (No Fridays) 6 – 7:30 am	<b>Meyer Center</b> 1226 Washington Ave Corner of Washington & 13 <sup>th</sup> St.	Helping staff w/serving (not preparing) the breakfast. Fellowship w/ Shelter Participants during the breakfast and Bible Study.
<b>Friday Morning Breakfast</b>	<b>Roy Karr</b> roy@mannaworkswaco.org (254) 753-4900	<b>Friday only, 6 to 8 a.m.</b> (1½ - 2 hr. commitment)	<b>Meyer Center</b> 1226 Washington Ave	Fellowship w/public. Clean up facility following breakfast. Possibly assist in serving breakfast. (Breakfast not provided to volunteers)
<b>My Brother’s Keeper (MBK Shelter for adults)</b>	<b>CHAPEL – email to</b> connect@missionwaco.org <b>Trent Futral</b> ----- <b>Carlton Willis</b> cwillis@missionwaco.org (254) 753-4900, ext. 202	<b>6:50- 8pm, nightly</b> <b>Chapel/devotional Hour</b>  ----- Or ----- <b>6-7 p.m. Shelter Check-in</b> <b>process</b>	<b>1217 Mary Ave</b> (13 <sup>th</sup> Street & Mary Ave.)	Provide the Chapel Service w/Participants through Bible reading/study, discussions, singing, praying, sharing and creativity. Bring refreshments too! ----- <b>6-7pm Checkin: Assist MW Monitor with the Shelter check-in procedures.</b>
<b>Health Clinic</b> Prefer Premed/nursing. Pre-dental. Social Services. (Limited opportunity)	<b>clinic@missionwaco.org</b>	<b>Tues and Thurs:</b> <b>4pm – 7:00pm</b>	<b>The Meyer Center</b> 1226 Washington Ave (corner of Washington & 13 <sup>th</sup> St)	Help with checking in and triaging patients. Assist with administrative tasks as directed. Internships available to those who have previously volunteered. Limited placements on our roster. Please view website at <a href="http://www.missionwaco.org/clinic">www.missionwaco.org/clinic</a>
<b>Work Groups (for a Group Volunteer Experience)</b>	<b>Visit online:</b> <a href="http://missionwaco.org/groups">http://missionwaco.org/groups</a> <b>FIRST, complete embedded inquiry form. Program manager will respond to your submission.</b>	<b>Mission Waco will try to accommodate preferred dates and times, all depends on the scheduling process.</b>	<b>1315 N. 15<sup>th</sup> St</b>	A ministry opportunity for group participation in multi-day or single-day projects; transformative experiences around the issues of poverty
<b>Work Groups (for individual volunteering)</b>	<b>Dennis Ellzey</b> groups@missionwaco.org	<b>Dates/hours TBD</b>	<b>1315 N. 15<sup>th</sup> St.</b>	General assistance with the groups who are scheduled for an inner city experience through Mission Waco. (Tasks may include logistics/setup, supervising groups for maint/constr or cleaning, or special projects)

<p><b>Mission World</b>  <b>(“Public Relations”)</b></p>	<p><b>Janet Dorrell,</b>  janet@missionwaco.org  <b>Carolina Clark,</b>  caroemeza@gmail.com</p>	<p><b>Daytime hours, TBD</b></p>	<p><b>Mission Waco/World’s</b>  <b>Training Center</b>  <b>628 No. 15<sup>th</sup> St.</b></p>	<p><b>Help with office/clerical tasks and</b>  <b>Mail- outs.</b></p>
<p><b>World Cup Café</b></p>	<p><b>Kris Kone</b>  worldcupcafe@missionwaco.org  (254) 757-1748</p>	<p><b>Café Hours:</b>  7am – 2pm Mon. – Fri.  8am – 2pm Saturdays  11- 2pm Sundays  <b>Primary vol. times are:</b>  11 am –1 pm. M-F  8am – 11am Sat</p>	<p><b>1321 N. 15<sup>th</sup> St.</b>  (Corner of No. 15<sup>th</sup>  &amp; Colcord)</p>	<p><b><u>FOOD HANDLERS’ CERTIFICATE REQUIRED.</u></b>  <b>Greeting and seating customers.</b>  <b>Taking orders. Serving tables.</b>  <b>Cleaning tables.</b>  <b>(No cooking. Cannot accept tips!)</b></p>
<p><b>Fair Trade Market</b>  (located inside &amp; behind the  World Cup Café)</p>	<p><b>Shannon Williams</b>  webmaster@missionwaco.org  Wccfairtrade@gmail.com  (254) 757-1748</p>	<p><b>Volunteer help needed <u>only</u></b>  <b>on Tuesdays 11-1pm</b>  <b>and Fridays 11-1pm</b></p>	<p><b>1321 N. 15<sup>th</sup> St</b>  <b>Corner of North 15<sup>th</sup> &amp;</b>  <b>Colcord</b></p>	<p><b>Customer services, sales. Help in</b>  <b>organizing, displaying merchandise.</b></p>
<p><b>The Clothesline</b>  (Resale Store)  <b>&amp;</b>  <b>Voucher Center</b>  <b>(Social Services)</b></p>	<p><b>Michelle Felkner</b>  clothesline@missionwaco.org  (254) 754-5463</p>	<p><b><u>Clothesline Hours:</u></b>  Tues. – Fri. 10:30am to 5:30pm  Saturdays: 9am to 4 pm  -----  <b><u>Voucher Center Hours:</u></b>  Tues. Wed. Thurs.  8 – 10 am</p>	<p>1817 Franklin  (Between 18<sup>th</sup> &amp; 19<sup>th</sup>  Streets)   The Clothesline  building. faces Franklin  Ave.  (look for bright red  awning)</p>	<p>Resale Store is “as needed” determined by  Manager. Tasks may include sorting,  steaming, displaying.  General Customer assistance.  Accepting any afternoon donations.  No cash register tasks.  -----  Receiving/sorting all donations. Assist  Participants as needed. Arranging/stocking.  <b>Warehouse environment– no temp control.</b></p>
<p><b>Seasonal Projects</b>  (Community, college, high  school and junior-high  accepted in these projects)</p>	<p><b>Joyce Brammer</b>  jbrammer@missionwaco.org  (254) 753-4900, ext. 230</p>	<p><b>School Supply Store –</b>  <b>(Early August)</b>  <b>Christmas Toy Store –</b>  <b>(Early December )</b></p>	<p><b>“The Rock”</b>  <b>West Ave &amp; N.16<sup>th</sup> St.</b></p>	<p><b>Preparation for these projects and/or</b>  <b>helping in the store operations.</b></p>
<p><b>“Other Side of Waco</b>  <b>Tour”</b>  <i>(for individuals and/or</i>  <i>groups. Not a volunteer</i>  <i>placement)</i></p>	<p><b>connect@missionwaco.org</b>   <b>http://missionwaco.org/the-</b>  <b>other-side-of-waco-tours/</b></p>		<p><b>Meet at main office,</b>  <b>1315 No.15th</b></p>	<p><b>1 ½ hr driving tour to hear about and</b>  <b>see many of Mission Waco’s program</b>  <b>sites, sections of north/east/downtown</b>  <b>Waco,</b>  <b>and many other sites to raise awareness</b>  <b>of issues relating to poverty.</b></p>

<b>JUBILEE FOOD MARKET - office</b>	Darrell Wickert, Store Mgr. JubileeMgr@missionwaco.org	<b>Business Hrs:</b> Mon-Sat: 8am-8pm Sundays: 11-6pm	1505 N. 15 <sup>th</sup> St. (corner of No.15 <sup>th</sup> & Colcord Ave)	<b>Data entry,</b> knowledgeable in excel and pdf
<b>R.E.A.P.</b> (Renewable Energy & Agriculture Project)	Katie Schaeffer, Director urbanreapdirector@missionwaco.org	10-6pm daily, Mon-Sun	1505 N. 15 <sup>th</sup> St. (corner of No.15 <sup>th</sup> & Colcord Ave)	Familiarity with horticulture preferred, but not required! The “desire to learn” is all that is needed. Director will train!
“On Call”	volunteers@missionwaco.org or jbrammer@missionwaco.org	Volunteering on an “as needed” basis	1315 N. 15 <sup>th</sup> St.	Mailouts. Clerical/receptional. Project-related. May also be an unscheduled or one-time program need.

- **Volunteer Forms MUST be completed and submitted prior to any placement.**
- **Most of our programs observe an age restriction, preferably volunteers who are 18 or older. However, there may be *some* flexibility in certain programs, which is discussed on an individual basis. (This may include court-ordered requests).**
- **Background Reports are required on any individual 18 years or older. Processing fee is \$5. If you are 17 or younger, the Volunteer Application MUST have parental signature or parent can email consent to us, email [volunteers@missionwaco.org](mailto:volunteers@missionwaco.org).**
- **If you are placed in a program as a Volunteer, please do not invite your friends to “tag” along with you during your volunteer assignment. Like you, they must attend an orientation/visit first. Out of respect to the Mission Waco Staff, the Participants, and other Volunteers, it is only right that anyone interested in volunteering follow the Mission Waco guidelines!**
- **If a group (service organization, community services, etc...) is interested in volunteering in our programs, one-time or even more than once, that group needs to refer to our website for instruction and guidelines: <http://missionwaco.org/groups/>**
- **If you volunteered with Mission Waco program(s) in the past BUT NOT in the last 4 months, our records MUST be updated BEFORE you return to volunteering in any MW program. Update includes a current Background Report, fee is \$5, unless you can provide a current report.**