



# Volunteer Placement Needs --- **SUMMER 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>DAYCAMP</i>	McKenzie Miller <a href="mailto:mmiller@missionwaco.org">mmiller@missionwaco.org</a> (254) 753-4900 ext. 223	Mon. thru Thurs. 9am –12:30 pm June 5- July 13th	"The Rock" West Ave. & N.16 <sup>th</sup> St.	Assist Director in fulfilling planned programs. Actively involved with mentoring/tutoring and relationship-building.
<b>Children</b> <i>Kid's Café</i>	McKenzie Miller <a href="mailto:mmiller@missionwaco.org">mmiller@missionwaco.org</a> (254) 753-4900 ext. 223	Mon. thru Thurs. 9 am – 12:30 June 5 – July 13th	"The Rock" West Ave. & N.16 <sup>th</sup> St.	Assist with serving meal. Interaction w/children during mealtime. Help with cleaning cafeteria.
<b>Jubilee Theatre</b> <b>CAMP</b> Performing Arts & Productions	Afton Trotter Mgr, Children/Youth performances <a href="mailto:aftontrotter@yahoo.com">aftontrotter@yahoo.com</a> (254) 753-4900, ext. 206 <a href="http://www.jubileetheatre-waco.org/">http://www.jubileetheatre-waco.org/</a>	June 12-30, M-F 9-2 July 10-14 9-4 July 17-21 9-4	Jubilee Center 1313 N. 15 <sup>th</sup> St.	Interaction with the children and youth enrolled in our annual summer camp.
<b>Youth Day Camp</b> <i>Mission Waco Youth Program</i>	Suzi Elnaggar <a href="mailto:selnaggar@missionwaco.org">selnaggar@missionwaco.org</a>	Mon. thru Thurs. June 5 – July 20 2-6 pm	Youth Center 1305 N. 15 <sup>th</sup> St. (many activities are offsite)	Assist Director in fulfilling program planning. Mentorship, small groups, chaperoning, etc.
<b>Youth Day Camp</b>  Meal Service Volunteer <i>Mission Waco Youth Program</i>	Suzi Elnaggar <a href="mailto:selnaggar@missionwaco.org">selnaggar@missionwaco.org</a>	Mon. thru Thurs. June 5 – July 20 2-3 pm & 5-6 pm	Youth Center 1305 N. 15 <sup>th</sup> St. (many activities are offsite)	Assist Director in preparing and serving meals. Clean kitchen and meal room.

<p><b>Youth Worship Night</b> <i>Mission Waco Youth Program</i></p>	<p>Suzi Elnaggar <a href="mailto:selnaggar@missionwaco.org">selnaggar@missionwaco.org</a></p>	<p><b>June 20<sup>th</sup> &amp; July 18<sup>th</sup> 7-8pm</b></p>	<p><b>Youth Center</b> <b>1305 N. 15<sup>th</sup> St.</b></p>	<p>Assist Director in planning and running youth night. Play/lead music. Play/lead games. Chaperone</p>
<p><b>Creative Arts</b> <i>DANCE &amp; MUSIC CAMPS</i> experience preferred</p>	<p>Lauryn Everette <a href="mailto:creativearts@missionwaco.org">creativearts@missionwaco.org</a></p>	<p><b>Dance Camp</b> June 26th-30th <b>Music/MovementCamp</b> July 24th-28<sup>th</sup> <i>Both camps operate</i> <i>2 – 5 pm each day</i></p>	<p><b>“The Rock”</b> <b>West Ave. &amp; N.16<sup>th</sup> St.</b></p>	<p>Assist w/ teaching and playing with the kids, helping w/ snacks. Waiting with the students before and after class starts, for their transportation OR riding in our bus, if Director is driving..</p>
<p><b>Urban Expressions</b> <i>ART CAMP</i></p>	<p>Erin Adams <a href="mailto:urbanexpressions@missionwaco.org">urbanexpressions@missionwaco.org</a> (254) 753-4900</p>	<p><b><u>Children’s Camp</u></b> Ea. camp is 3 week days, during a 2 week period: <b>Tues, Wed &amp; Thurs, 1:30-3:30 pm:</b>  Camp #1: Jun 6-8, 13-15 (Ages 9-11) Camp #2: Jul 18-20, 25-27 (Ages 4-5) Camp #3: Aug 1-3, 8-10 (Ages 6-8) ----- <b><u>Youth Class</u></b> <b>Tuesdays</b> <b>Jun 6-27, and Jul 11-18;</b> <b>4:00-5:30 pm</b> (Ages 11-14)</p>	<p><b>Jubilee Center</b> <b>1313 N. 15<sup>th</sup> Street</b></p>	<p>Assist, encourage all Participants (children &amp; teens) who are engaged in specific expressions sessions. Volunteers needed 15 before classes and remain 15 minutes after class concludes.</p>
<p><b>Meyer Center</b> <b>“Walk-In Center”</b> (Social Services)</p>	<p>Carlton Willis <a href="mailto:cwillis@missionwaco.org">cwillis@missionwaco.org</a> (254) 753-4900, ext. 202</p>	<p><b>Mon. - Thurs.</b> <b>6:30 a.m. -1 p.m.</b> <b>&amp; 4-5 p.m.</b> <b>Fridays, 7 – 11:30 a.m.</b> <b>Saturdays, 6:30 – 10 a.m.</b></p>	<p><b>Meyer Center</b> <b>1226 Washington Ave</b> <b>Corner of Washington &amp; 13<sup>th</sup> St.</b></p>	<p>Casual interaction w/the public, with MW program Participants and the homeless. Also, perform office tasks as requested by Director or Supervisor.</p>

<p><b>Meyer Center Empowerment</b></p>	<p><b>Carlton Willis</b>  cwillis@missionwaco.org  (254) 753-4900, ext. 202</p>	<p><b>Classes:</b>  <b>9:30-11:45 Mon-Thurs</b>  <b>12:30-1:30 Mon and Wed.</b></p>	<p><b>Meyer Center</b>  <b>1226 Washington Ave</b></p>	<p>Helping Participants with computer operations, job search, resume writing.</p>
<p><b>Meyer Center Kitchen</b></p>	<p><b>Carlton Willis</b>  cwillis@missionwaco.org  (254) 753-4900, ext. 202</p>	<p><b>Mon.-Thur. &amp; Sat.</b>  <b>Breakfast</b>  <b>6-7am (No Fridays)</b>   <b>Mon. &amp; Tues. Lunch:</b>  <b>11:30-1:30</b></p>	<p><b>Meyer Center</b>  <b>1226 Washington Ave</b>  <b>Corner of Washington &amp; 13<sup>th</sup> St.</b></p>	<p>Helping staff w/serving (not preparing) the breakfast. Fellowship w/ Shelter Participants during the breakfast and Bible Study.</p>
<p><b>Friday Morning Breakfast</b></p>	<p><b>Roy Karr</b>  roy@mannaworkswaco.org  (254) 753-4900</p>	<p><b>Friday only, 6 to 8 a.m.</b>  <b>(1½ - 2 hr. commitment)</b></p>	<p><b>Meyer Center</b>  <b>1226 Washington Ave</b></p>	<p>Fellowship w/public. Clean up facility following breakfast. Possibly assist in serving breakfast.  (Breakfast not provided to volunteers)</p>
<p><b>My Brother's Keeper (MBK Shelter for adults)</b></p>	<p><b>CHAPEL – email to</b>  <b>connect@missionwaco.org</b>   -----  <b>Carlton Willis</b>   cwillis@missionwaco.org  (254) 753-4900, ext. 202</p>	<p><b>7 days a week.</b>  <b>6:50- 8pm.</b>  <b>Chapel/devotional Hour</b>   ----- Or -----  <b>6-7 p.m. Shelter Check-in process</b></p>	<p><b>1217 Mary Ave</b>  <b>(13<sup>th</sup> Street &amp; Mary Ave.)</b></p>	<p>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></p>
<p><b>Health Clinic</b>   <u><i>Summer roster is filled by returning volunteers</i></u></p>	<p><b>clinic@missionwaco.org</b></p>	<p><b>Tues and Thurs:</b>  <b>4pm – 7:00pm</b>  <b>Go to</b>  <u><a href="http://www.missionwaco.org/clinic">www.missionwaco.org/clinic</a></u>  <b>for a list of services offered</b></p>	<p><b>The Meyer Center</b>  <b>1226 Washington Ave</b>  <b>(corner of Washington &amp; 13<sup>th</sup> St)</b></p>	<p>Help with the check-in process and triage patients. Also assist with administrative tasks as requested.</p>

<p><b>The Clothesline (Resale Store) &amp; Voucher Center (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><b>1817 Franklin</b> (Between 18<sup>th</sup> &amp; 19<sup>th</sup> Streets)  <b>The Clothesline building.</b> 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. <b>No cash register tasks.</b> ----- Receiving/sorting all donations. Assist Participants as needed. Arranging/stocking. Warehouse environment– no temp control.</p>
<p><b>Poverty Simulation</b>  <b><u>Must</u> complete our Poverty Simulation Weekend <u>before</u> any volunteering.</b></p>	<p><b>Sarah Elzey</b> sarah_ellzey@yahoo.com</p>	<p>Volunteers needed in 2-3 hour time slots: <b><u>Friday night</u></b> from 8-10 p.m. <b><u>Sat. morning</u></b> 7-10 a.m., <b><u>Sat. afternoon</u></b> 4-8 p.m. <b><u>Sun. morning</u></b> 7:30-9:30 a.m. and/or 12 until 2:30p.m.</p>	<p><b>Mission Waco/World’s Training Center</b> 628 No. 15th St.</p>	<p>This program thrives on your energy and enthusiasm (!) and having fun while performing the duties of cooking, cleaning, serving, and decorating, alongside the Director and the Assistant!</p>
<p><b>Work Groups (for a Group Volunteer Experience)</b></p>	<p>Visit online: <a href="http://missionwaco.org/groups">http://missionwaco.org/groups</a> <b>FIRST</b>, complete embedded inquiry form. Program manager will respond to your submission.</p>	<p>Mission Waco will try to accommodate preferred dates and times, all depends on the scheduling process.</p>	<p><b>1315 N. 15<sup>th</sup> St</b></p>	<p>A ministry opportunity for group participation in multi-day or single-day projects; transformative experiences around the issues of poverty</p>
<p><b>Work Groups (for individual volunteering)</b></p>	<p><a href="mailto:groups@missionwaco.org">groups@missionwaco.org</a></p>	<p><b>Dates/hours TBD</b></p>	<p><b>1315 N. 15<sup>th</sup> St.</b></p>	<p>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>
<p><b>Mission World  (“Public Relations”)</b></p>	<p><a href="mailto:janet@missionwaco.org">janet@missionwaco.org</a> <a href="mailto:caroemeza@gmail.com">caroemeza@gmail.com</a></p>	<p><b>Daytime hours, TBD</b></p>	<p><b>Mission Waco/World’s Training Center</b> 628 No. 15<sup>th</sup> St.</p>	<p><b>Help with office/clerical tasks and Mail- outs.</b></p>
<p><b>JUBILEE FOOD MARKET</b></p>	<p><b>Darrell Wickert, Store Mgr.</b> JubileeMgr@missionwaco.org</p>	<p><b>Mon-Sat: 8am-8pm</b> <b>Sundays: 11-6pm</b></p>	<p><b>1505 N. 15<sup>th</sup> St.</b> (corner of No.15<sup>th</sup> &amp; Colcord Ave)</p>	<p><b>Greeting customers, stocking shelves in the food market and misc.tasks</b></p>

<b>R.E.A.P.</b> <b>(Renewable Energy &amp; Agriculture Project)</b>	<b>Jimmy Dorrell</b> <b>jdorrell@missionwaco.org</b> (personally manages and supervises any volunteering in this project)	<b>Volunteer times TBD by Jimmy Dorrell as project progresses</b>		<b>Project development &amp; construction, Mature volunteers w/experience in this type of project are preferred. Placement determined by Jimmy Dorrell</b>
<b>“On Call”</b>	<b>volunteers@missionwaco.org or jbrammer@missionwaco.org</b>	<b>Volunteer “as needed” basis</b>	<b>1315 N. 15<sup>th</sup> St.</b>	<b>Mailouts. Clerical. Special Projects. “Unscheduled” needs.</b>

- Most of our programs observe an age restriction, preferring 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.
- 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.