



# **Volunteer Placement Needs --- SPRING 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 After School</b>	McKenzie Miller mmiller@missionwaco.org (254) 753-4900 ext. 223	Mon. thru Thurs. 3pm to 6pm  Second site: Barron's Branch Tue/Thurs only 3:45 – 5:45 pm	"The Rock" West Ave. & N.16 <sup>th</sup> St.  Second site: 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. <u>1 hr weekly</u> , flexible: Mentor/tutor to an assigned student.
<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 mmiller@missionwaco.org (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>Urban Expressions Visual Arts Program</b>	Erin Adams urbanexpressions@missionwaco.org (254) 753-4900, ext 208	Tues, MWYouth: 5-6pm Tues, MWChildren @Nursing.Home: 3:45-4:45pm Wed, MWChildren: 3:45-4:30pm Wed, (ages 4-8): 4:45-6pm Thurs, (ages 8-12): 3:30-5pm	Jubilee Center 1313 N. 15 <sup>th</sup> Street	Assist, encourage all Participants (children & teens) who are engaged in specific expressions sessions
<b>Jubilee Theatre Performing Arts &amp; Productions</b>	Trent Sutton jubileedirector@missionwaco.org (254) 753-4900, ext. 210 <a href="http://www.jubileetheatre-waco.org/">http://www.jubileetheatre-waco.org/</a>	(TBD) Must contact Trent prior to any volunteering	Jubilee Center 1313 N. 15 <sup>th</sup> St.	Interaction with children/teens in our creative/performing arts programs. Helping with performances, productions (off-stage) building sets, sound assistance (if experienced)
<b>Youth Program After School &amp; Creative Arts</b>	Suzi Elnaggar Selnaggar@missionwaco.org (254) 753-4900, ext 206	Mon. thru Thurs. Program/sessions within 4:30to 6:30pm timespan Saturdays 9am-12noon	Youth Center 1305 N. 15 <sup>th</sup> St	Assist Director in fulfilling planned programs. Mentoring/tutoring. Relationship-building.

<b>Meyer Center “Walk-In Center”</b> (Social Services)	Carlton Willis cwillis@missionwaco.org (254) 753-4900, ext. 202	Mon. - Thurs. 6:30 a.m. -1 p.m. & 4-5 p.m. Fridays, 7 – 11:30 a.m. Saturdays, 6:30 – 10 a.m.	Meyer Center 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>	Program Director TBD Temp Contact: Carlton Willis cwillis@missionwaco.org	Mon-Fri 9am-12noon	Meyer Center 1226 Washington Ave	Helping Participants with computer operations, job search, resume writing.
<b>Meyer Center Kitchen</b>	Carlton Willis cwillis@missionwaco.org 254-753-4900, ext 202	Kitchen: Mon.-Thur. & Sat. (No Fridays) 6 – 7:30 am	Meyer Center 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>	Roy Karr roy@mannaworkswaco.org (254) 753-4900	Friday only, 6 to 8 a.m. (1½ - 2 hr. commitment)	First Lutheran Church 1008 Jefferson (Corner of 10 <sup>th</sup> & Jefferson)	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>	CHAPEL – email to connect@missionwaco.org Trent Futral ----- Carlton Willis cwillis@missionwaco.org (254) 753-4900, ext. 202	6:50- 8pm, nightly <b>Chapel/devotional Hour</b> ----- Or ----- 6-7 p.m. Shelter Check-in process	1217 Mary Ave (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! ----- 6-7pm Checkin: Assist MW Monitor with the Shelter check-in procedures.
<b>Health Clinic</b> Prefer Premed/nursing. Pre-dental. Social Services. <b>(Limited opportunity)</b>	clinic@missionwaco.org	Tues and Thurs: 4pm – 7:00pm	The Meyer Center 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>The Clothesline (Resale Store) &amp; Voucher Center (Social Services)</b>	Michelle Felkner clothesline@missionwaco.org (254) 754-5463	<b>Clothesline Hours:</b> Tues. – Fri. 10:30am to 5:30pm Saturdays: 9am to 4 pm ----- <b>Voucher Center Hours:</b> Tues. Wed. Thurs. 8 – 10 am	1817 Franklin (Between 18 <sup>th</sup> & 19 <sup>th</sup> Streets) The Clothesline building. faces Franklin Ave. (look for bright red awning)	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><b>Poverty Simulation</b>  <u>Must</u> complete our Poverty Simulation Weekend <u>before</u> any volunteering.</p>	<p>Sarah Elzey  sarah_ellzey@yahoo.com</p>	<p>Volunteers needed in 2-3 hour time slots:  <u>Friday night</u> from 8-10 p.m.  <u>Sat. morning</u> 7-10 a.m.,  <u>Sat. afternoon</u> 4-8 p.m.  <u>Sun. morning</u> 7:30-9:30 a.m. and/or 12 until 2:30p.m.</p>	<p>Mission Waco/World's Training Center  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</b>  (for a <b>Group</b> volunteer experience)</p>	<p>Visit online:  <a href="http://missionwaco.org/groups">http://missionwaco.org/groups</a>  FIRST, 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>1315 N. 15<sup>th</sup> St</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</b>  (for <b>individual</b> volunteering)</p>	<p>Dennis Ellzey  groups@missionwaco.org</p>	<p><b>Dates/hours TBD</b></p>	<p>1315 N. 15<sup>th</sup> St.</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</b>  (“Public Relations”)</p>	<p>Janet Dorrell,  janet@missionwaco.org  Carolina Clark,  caroemeza@gmail.com</p>	<p><b>Daytime hours, TBD</b></p>	<p>Mission Waco/World's Training Center  628 No. 15<sup>th</sup> St.</p>	<p>Help with office/clerical tasks and Mail- outs.</p>
<p><b>World Cup Café</b></p>	<p>Rajka Jobe  worldcupcafe@missionwaco.org  (254) 757-1748</p>	<p><u>Café Hours:</u>  7am – 2pm Mon. – Fri.  8am – 1pm Saturdays  <b>Primary vol. times are:</b>  11 am –1 pm. M-F  8am – 11am Sat</p>	<p>1321 N. 15<sup>th</sup> St.  (Corner of No. 15<sup>th</sup> &amp; Colcord)</p>	<p><b><u>FOOD HANDLERS' CERTIFICATE REQUIRED.</u></b>  Greeting and seating customers.  Taking orders. Serving tables.  Cleaning tables.  (No cooking. Cannot accept tips!)</p>
<p><b>Fair Trade Market</b>  (located inside &amp; behind the World Cup Café)</p>	<p>Shannon Williams  webmaster@missionwaco.org  (254) 757-1748</p>	<p>Volunteer help needed <u>only</u> on Fridays, 11am – 1pm</p>	<p>1321 N. 15<sup>th</sup> St  Corner of North 15<sup>th</sup> &amp; Colcord</p>	<p>Customer services, sales. Help in organizing, displaying merchandise.</p>
<p><b>Seasonal Projects</b>  (Community, college, high school and junior-high accepted in these projects)</p>	<p>Joyce Brammer  jbrammer@missionwaco.org  (254) 753-4900, ext. 230</p>	<p>School Supply Store – (Early August)  Christmas Toy Store – (Early December )</p>	<p>“The Rock”  West Ave &amp; N.16<sup>th</sup> St.</p>	<p>Preparation for these projects and/or helping in the store operations.</p>

<p><b>“Other Side of Waco Tour”</b></p>	<p><b>connect@missionwaco.org</b></p> <p><b>http://missionwaco.org/the-other-side-of-waco-tours/</b></p>			<p>1 ½ hr driving tour to hear about and see many of Mission Waco’s program sites, sections of north/east/downtown Waco, and many other sites to raise awareness of issues relating to poverty.</p>
<p><b>“On Call”</b></p>	<p>volunteers@missionwaco.org or jbrammer@missionwaco.org</p>	<p>Volunteering on an “as needed” basis</p>	<p>1315 N. 15<sup>th</sup> St.</p>	<p>Mailouts. Clerical/receptional. “Unscheduled”, “one-time” needs within program(s)</p>

- 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, 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.