

**OPPORTUNITIES HELPING WITH ADMINISTRATIVE
WORK**

Westport/Weston Chamber of Commerce

60 Church Lane

Westport, CT 06880

Phone: 227-9234

Email: barbara@westportchamber.com

Contact: Barbara Sweet

Age: 16 & up

- Answering the phones and mailing letters
- Time Required: Negotiable

THE VOLUNTARY ACTION CENTER



**A HAND BOOK
OF
VOLUNTEER
OPPORTUNITIES**

**FOR
STUDENTS
IN NORWALK, WESTPORT,
WESTON, AND WILTON
2009-2010**

www.hscct.org/vac

One Park Street
Norwalk, CT 06851
Phone: (203) 849-1111

VOLUNTEERING

"We make a living by what we get, we make a life by what we give."
-Winston Churchill

Thank you for your interest in volunteering. Sharing your time and talents is a valuable contribution to your community. We hope you get as much from your volunteer experience as those you serve.

BENEFITS OF VOLUNTEERING

- Feels good
- Learn a new skill
- Meet interesting people
- Gain a new perspective on things
- Be a part of a team
- Caring is contagious
- It is fun!

SEEKING A VOLUNTEER POSITION

- Review the website of the agency you're interested in.
- Phone or email the nonprofit agency to contact the volunteer coordinator.
- Let the volunteer coordinator know how you found out about the volunteer opportunity.
- Describe your interest in volunteering and your availability.
- Give a brief description of your skills, work history or previous volunteer experience.
- Ask to meet with the volunteer coordinator to learn more about the volunteer position.

VOLUNTEER TIPS

- Nonprofits rely on their volunteers. Please let your agency know if you are unable to volunteer or if your schedule changes.
- No task is meaningless. Tasks such as stuffing envelopes or making photocopies are a big help to staff members. Your willingness to help with any task is much appreciated.
- Be open to training and coaching.
- Observe confidentiality rules.
- Have FUN!

Norwalk River Watershed Assoc. (NRWA)

PO Box 197
Georgetown, CT 06829
Phone: 877-NRWA-INFO
Contact: *Patrice Gillespie*
www.info@norwalkriver.org
Age: high school students

- Norwalk-Wilton-New Canaan Area
- Adopt a spot a.k.a. River Rancher Program
- Assist with research
- Scientific and demographic research
- Marketing
- Time: 5-10 hours

Norwalk Tree Alliance

2 Maple Street
Norwalk, CT 06850
Phone: 847-3218
Contact: *Don Nelson*
Email: doncars@aol.com
info@norwalktreealliance.org
Age: teens

- Tree inventory
- Time: Flexible hours
- Assist with special events
- Time: Up to the volunteer

Save the Sound, INC

18 Reynolds Street
Norwalk, CT 06855
Phone: 354-0036
Contact: *Robin Kriesberg*
volunteer@savethesound.org
Age: 14 & up

- Beach cleanup
- Ongoing organization help (answering phones and filing)
- Time requirement: none

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CT Audubon Society

2325 Burr Street
Fairfield, CT 06430
Phone: 259-6305, Ext. 103
Email: mneville@ctaudubon.org
www.ctaudubon.org
Contact: *Mara Neville*
Age: 14 & up

- Stuffing envelopes
- Labels
- Sorting
- Looking up zip codes
- Packaging gifts

Earth Place

10 Woodside Lane, PO 165
Westport, CT 06880
Phone: 227-7253, Ext. 106
Contact: *Margaret Ardwin*
Email: g.ardwin@earthplace.org
www.earthplace.org

- River watch
- Maintenance
- Harbor watch

Lockwood Mathews Mansion Museum

295 West Avenue
Norwalk, CT 06850
Phone: 838-9799
Contact: *Susan Gilgore*
Email: volunteer@lockwoodmathewsmansion.com
www.lockwoodmathewsmansion.com
Age: 14 & up

- Monitor
- Work in shop
- Be a guide

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Westport/Weston Chamber of Commerce

OPPORTUNITIES WORKING WITH CHILDREN

Bacharach Community

3 Wassell Lane
Westport, CT 06880
Phone: 222-9260
Contact: Candace Buckley
Email: candacebuckley@ihawestport.com
www.ihawestport.com
Age: 12 & up

- Babysitting
 - Outdoor work (Gardening)
- Time: Varies, a few hours at a time (2-3hrs.)

Norwalk Housing Authority

24-½ Monroe Street
Norwalk, CT 06856
Phone: 838-8471, Ext. 137
Contact: Barry Dancer
Email: bdancer@norwalkha.org
www.norwalkha.org
Age: 16 & up (office) and 14 & up (learning centers)

- Helping students who attend the Learning Centers
- Office help

Wilton Children's Center

180 School Road
Wilton, CT 06897
Contact: Heather Klein
director@wiltonchildrenscenter.com
www.wiltonchildrenscenter.com
Age: 16 & up

- Help in the classroom
- Window washing
- Gardening
- Open: Mon-Fri. 7:30 A.M. – 6:00 P.M

Mercy Learning Center

637 Park Ave.
Bridgeport, CT 06604
(203) 334-6699
Age: 16 & up
Email: mercy.learning.cntr@snet.net

- Canister collections and distribution
- Hang and distribute flyers
- Set up a collection box for old cell phones
- Organize a fundraising event
- Distribute the PAWS Newsletter
- Organize a pet food drive
- Gather old blankets for the pets to cuddle with
- Label collections

Stepping Stones Museum for Children

Mathews Park, 303 West Avenue
Norwalk, CT 06850
Contact: Alison Minor
Phone: (203) 899-0606, Ext. 240
Email: alison@steppingtonsmuseum.org
www.steppingtonsmuseum.org
Age: 7th -12th Grade

- Helping the staff get the stuff they need for their class/workshop.
- Time: 2hrs. per week

The Maritime Aquarium

10 North Water St.
Norwalk, CT 06854
Contact: Lisa Slinsky
Phone: (203) 852-0700 x2225
Email: lsinsky@maritimeaquarium.org
www.maritimeaquarium.org
Age: 15 and up

- Training Required
- Time commitment: 8 hrs./month

Fairfield Historical Society

636 Old Post Road
Fairfield, CT 06824
Contact: Walter Matis
Phone: (203) 259-1598, Ext. 104
www.fairfieldhs.org
Age: 14 & up

- Computer related work
- Museum gift shop
- Genealogy research

Volunteer job and hours depend on the person volunteering

21 Imperial Avenue
Westport, CT 06880
Contact: Joan Upchurch
Phone: 203-341-5097

- Meal program drivers

OPPORTUNITIES HELPING AT MUSEUMS, THE ARTS, NATURE, AND PETS

Habitat for Humanity

1470 Barnum Avenue
Bridgeport, CT 06610
Contact: Greta Bush
Phone: 203-333-2642
volunteer@habitatcfc.org
Mon-Sat
Age: 16 & up

- Build, renovate

Nature Conservancy

P.O Box 1162
Weston, CT 06883
Contact: Hayley Morland
Phone: 203-226-4991, Ext. 203

- Clean
- Hike guides

Weir Farm National Historic Site

735 Nod Hill Road
Wilton, CT 06897
Contact: Cassie Werne
Phone: 834-1896, Ext. 13
cassie_werne@nps.gov
www.nps.gov/wefa
Age: 15

PAWS (Pet Animal Welfare Society)

504 Main Avenue
Norwalk, CT 06851
Contact: Lisa DiDonato
Phone: (203) 750-9572
lisad@pawsct.org
www.pawsct.org

Age: Under 18 volunteers cannot work at the shelter, but can help behind the scenes

www.mercylearningcenter.org

Contact: Sheila Flinn

- Hours open are 8 am. to 4 pm.
- Tutoring center and intensive studies center

Nitzan Nursery School

109 East Ave.
Norwalk, CT 06851
Phone: 838-6019
Contact: Mandi Beckenstein
Age: middle and high school

- Summer camp
- 3 half hours in the morning
- Work with the 2 and 4 year olds
- 3 days a week (Mondays, Wednesdays, and Thursdays)
- Very Safe Environment

Roodner Court Neighborhood Center

11 Ingalls Ave.
Norwalk, CT 06854
Phone: 853-4552
lwilliams@neon-norwalk.org
Contact: Leona Williams
Age: middle school & up

- Helping in organizing library.

Trackside, The Teen Center of Wilton

15 Station Road, PO BOX 7641
Wilton, CT 06897
Phone: 834-2888
Contact: Bill Glass
www.bill@trackside.org
Age: high school or older

- People that are good with computers and good with people
- 1 hr. per week

OPPORTUNITIES HELPING IN SOCIAL SERVICES

Westport Health Center

1 Burr Road
Westport, CT 06880
Contact: Eva Astrom
Phone: (203) 226-4201
www.westportnow.com
Age: 7th grade & up

- Transporting residents
- Individual visits in specific rooms
- Assist in-group massages

Juvenile Diabetes Research Foundation

200 Connecticut Avenue, 5H
Norwalk, CT 06854

Contact: Kevin Canavan
Phone: 347-598-0021
Email: kcanavan@jdrf.org
Age: High school students

- Help the day of the walk
- Distribute posters to: libraries, stores, cleaners, restaurants, etc.
- Time: 4-6 hrs. per week

Christian Community Action, Norwalk, Inc.

98 So. Main St.
Norwalk, CT 06854

Contact: Joy Romeo
Phone: (203) 899-2487
Email: ccanorwalk@yahoo.com
www.ccanorwalk.org
Age: 16 & up

Pantry is opened
Monday – Friday
9:30 A.M. – 12:00 P.M.
One day a week for about 3 hours

- Help move furniture
- Once a week for 2 to 3 hours

Connecticut Counseling Centers, Inc.

20 North Main St., 3rd Floor
Norwalk, CT 06854

Contact: Viktoria Bombardi
Phone: (203) 838-6508, Ext.222
Email: vbombardiwilson@ctcounseling.org
www.ctcounseling.org
Age : 15 & up

- Filing
- Answering the phone
- Time: As many hours as they wish to volunteer

Notre Dame Convalescent Home

76 West Rocks Road
Norwalk, CT 0685
Phone: 847-5893, Ext. 126
Contact: Mary Ann Stypinski
Age: 15 & up

- Assist with transporting residents
- Visiting
- Playing games
- Morning (9:30-11:30A.M.) and afternoon (2:00-4:00P.M.) programs
Time: Up to the volunteer

Sunrise Assisted Living of Wilton

96 Danbury Rd.
Wilton, Ct 06897
Contact: Glika Hatzioannidis
Phone: 761-8999

Email: wilton.avc@sunriseseniorliving.com
www.sunriseseniorliving.com
Age: 10 & up

- Teens may help out the older people.
- One day a week for 1 hr a day

Wilton Meadows Health Care Center

439 Danbury Road
Wilton, CT 06897
Contact: Danielle Ancona
Phone: 203-834-0199, Ext. 145
Under 18 needs parental signature

- Gift shop
- Office
- Friendly visitor

Wilton Senior Center

180 School Road
Wilton, CT 06897
Contact: Lizabeth Doty
Phone: 203-834-6240
Age: Mature students

- Help put newsletter together
- Collate, staple

Westport Center for Senior Activities

- Office support
- Patient visits
- Time: minimum 2 hours

The Greens at Cannondale

435 Danbury Rd.
 Wilton, CT 06897
Contact: Sue Herbst
 Phone: (203) 761-1191, Ext. 26
www.thegreensatcannondale.com
 Age: High school students & up

- Saturday morning bingo
- Play piano
- Read to the residents
- Play Games
- Talk to the residents
- Crafts
- Time: Their Choice

Elder House, Inc. Adult Day Care

7 Lewis Street
 Norwalk, CT 06851
Contact: Terry Black
 Phone: 847-1998
www.elderhouse.org
 Age: 14 & up

- Cleaning outside and in front of the building
- Time: 2 hrs. per week

Norwalk Senior Center

11 Allen Road
 Norwalk, CT 06851
 Phone: 847-3115, Ext. 109
Contact: Joan Theroux
 Email: joan-nsc@sbcglobal.net
www.norwalkseniorcenter.org
 Age: 13 & up

- Gardening
- Working in the office
- Helping in the kitchen
- Time: Flexible hours

Make-a-Wish Foundation

126 Monroe Turnpike
 Trumbull, CT 06611
 Phone: 261-9044, Ext.24
Contact: Karleen Lombard
karleen@ct.wish.org
www.wish.org

- Age: 12 & up
- Help out with special events
 - Help out in the offices
 - Time: At least 10 hours for the whole summer

Westport Dept. of Human Services

110 Myrtle Avenue, Room 200
 Westport, CT 06880
 Phone: 341-1050
Contact: Barbara Butler
 Email: bbutler@westportct.gov
www.westportct.gov

- Age: 15 & up
- Noon: Serve lunch
 - If they have a driver's license deliver lunch around 10:30 A.M.
 - Open: Mon-Fri.
 - Time: Up to the volunteer (it takes about one hour to serve lunch)

Operation Hope

50 Nichols St.
 Fairfield, CT 06824
 Phone: 254-2935
Contact: Katie O'Connell
www.operationhopect.org
 Age: 16 & up

- Meal serving
- Tag sale
- Time required: 1 day a week for 2 hrs

Salvation Army

14 Byington Place.
 Norwalk, CT 06850
 Phone: 866-2125
Contact: Ariel Guzman
 Email: arlgzm@aol.com
www.salvationarmyusa.org
 Age: 16 & up

- Summer camp

- Helping children with different activities.

Mid Fairfield Aids Project

16 River St.
 Norwalk, CT 06851
 Phone: 855-9535
 Contact: Christina Arnette
 Email: carnette@mfap.com
www.mfap.com
 Age: 16 & up

- Answering the phone
- Greeting people
- 4 hrs. a day

George Washington Carver Center

7 Academy Street
 Norwalk, CT 06850
 Contact: Kaaren Shoulders
 Phone: 203-838-4305
 Age: 14 & up

- Can lead specific groups
- Arts and Crafts
- Reading
- Outside Games

American Cancer Society

372 Danbury Road
 Wilton, CT 06897
 Phone: 203-563-1526
 Contact: Mindy Kannon
 Email: mindy.kannon@cancer.org
 Age: Middle School

- Relay for Life—Spring
- Making Strides Against Breast Cancer— Fall

Connecticut Food Bank

150 Bradley Street
 East Haven, CT 06512
 Contact: Tony Spinelli
 Phone: 469-5000 Ext. 311
 Age: 16 & up

- Have three locations: one in Fairfield, New Haven, Waterbury
- Need help sorting food and labeling cans
- Office help

Volunteer Services for the Blind of Fairfield County

945 Summer Street
 Stamford, CT 06905
 Contact: Claudette Tallon
 Phone: 203-324-6611
 Age: 16 & up

- Read
- Friendly visitor
- Time: 2 hours per week

Star, Inc., Lighting the Way

182 Wolfpit Road
 Norwalk, CT 06851
 Contact: Megan Johnson
 Email: mjohnson@starinonline.com
 Phone: 846-9581
 Age: 14 & up

- Recreational
- Office Help

OPPORTUNITIES WORKING WITH SENIORS

Honey Hill Care Center

34 Midrocks Drive
 Norwalk, CT 06851
 Contact: Kelley Green
 Phone: 847-9689, Ext. 129
 Mon-Sun.
 Age: 15 & up

- Help with recreational activities like bingo and cards
- Assist residents with menus
- Friendly visits to residents
- Gift shop
- Office help
- Transporting wheelchair-bound residents

Mid-Fairfield Hospice

761 Main Avenue, Suite 114
 Norwalk, CT 06851
 Contact: Barbara Mortimer
 Phone: 834-6341 x316
 Age: 15 & up