

Outline of Volunteer Opportunities

The question is not whether you are new to, or experienced in volunteering. The real question is: Do you want to make a positive difference in other people's lives? If your answer is yes, **then** you are a good fit for our organization and we can make good use of your skills and talents.

In times of need and in times of change, volunteering can help to bring hope to the most vulnerable families in our communities. At the African Center, volunteer opportunities exist for individuals and groups. Below we provide you with outline of seven different service areas and several skill categories where your talents and skills can be put to good use. **Each service area addresses a particular need of the African community and describes how you may become involved in addressing these needs.**

Seven service volunteer areas:

1. Health and human services
2. Education and skills training and development
3. Arts and culture
4. Youth development
5. Community integration and special services
6. Administrative
7. Research and Development

1. *Health and human services*

- a. African Health Initiative
 - i. Community Clinic
 1. Health care professionals (*Malpractice Insurance Coverage available in some cases*)
 - a. General practitioner
 - b. Registered nurse
 - c. Medical assistant
 - d. Phlebotomist
 - e. Certified Nursing Assistants
 - f. Dental and eye care
 2. Health care student internships
 3. Health administration
 - ii. Health services language translators
 1. **The Need:**
 2. **Volunteer Responsibilities:**
 3. **Volunteer Qualifications:**

2. Education and skills training and development

- a. GED: Preparation tutors
 - i. **The Need:** Due to diverse reasons, some Africans living in central Indiana may have never received the opportunity in their homeland

to complete their high school education. Not having a basic high school education limits these individuals' opportunities to secure sufficient employment that provides for their financial needs. The African Center's *General Educational Development (GED)* preparation program provides Africans with an individualized approach to GED preparation within a culturally relevant and supportive atmosphere.

- ii. **Volunteer Responsibilities:** Preparation tutors will work with individuals and small groups of African clients to help prepare them for the GED test offered by the Indiana Department of Education. The GED test measures individuals' abilities in the Language Arts (*writing and reading*), social studies, science, and mathematics. Volunteers will help develop individualized lesson plans, provide evaluation and feedback on participants' progress, and administer practice tests. For Africans who do not possess sufficient knowledge of English, their GED preparation will be combined with English as a Second Language instruction (ESL).

- iii. **Volunteer Qualifications:**

- b. **ESL: English as a Second Language assistants**

- i. **The Need:** In order to function in many work environments, Africans must possess the capacity to communicate orally and to read and understand English. For African newcomers from non-English speaking countries that are located in West Africa, the Horn of Africa, North Africa, or even from rural parts of English speaking countries, an insufficient knowledge of English severely restricts their choice of employment in central Indiana, even though they may possess highly developed professional or trade skills. In addition, an improved knowledge of and ability to use English will increase Africans' confidence and capacity to complete a variety of daily tasks, thus enabling them to become more self-sufficient and better able to make informed decisions for negotiating American society.

- ii. **Volunteer Responsibilities:** ESL assistants will work with individuals and small groups of African clients to help them attain the English skills necessary to attain better employment and better integration in American society. Volunteers will assist African center staff members in three principal areas: completing English language assessments, providing supplemental instruction for the African Center's computer-based ESL program, and acquiring English learning resources.

- iii. **Volunteer Qualifications:**

- iv. **Potential IUPUI intern assistance:**

<http://english.iupui.edu/esl/tesol.html>

- c. **Computer literacy tutoring and typing assistants**

- i. **The Need:** Similar to not completing a high school education or lacking particular English language skills, insufficient

understanding of computers and how to apply computers for particular tasks can severely limit Africans' capacity to find sufficient employment and to become active participants in American society. Due to the lack of basic infrastructure and economic resources to support the purchase and application of computers in Africa, many African newcomers can easily find themselves "lagging behind" in sectors of American society that rely on computers. The African Center's computer literacy and typing program provides Africans with a foundation of computer-based knowledge and skills. These knowledge and skills include a basic understanding of the principal parts and functioning of a computer, the improvement of typing abilities, and an introduction to the Internet and word processing. A main focus of this program is the promotion of safe and secure Internet use in order to prevent the loss of sensitive personal or financial information.

ii. **Volunteer Responsibilities:** Computer literacy and typing assistants will work with individual clients and small groups in the African Center's Language and Literacy Lab. Volunteers will assist African Center staff in assessing participants' computer knowledge and interests and providing individualized instruction or small group workshops.

iii. **Volunteer Qualifications:**

d. Employment search / resume development workshops

3. Arts and culture

a. African Festival 2009 (*To be added*)

4. Youth development

- a. Transportation services
- b. African cultural ambassadors
- c. Coaching / physical fitness instructors
- d. After-school mentoring

5. Community integration and special services

a. Indiana Bureau of Motor Vehicles (BMV) language interpretation volunteers:

- i. Arabic
- ii. Kiswahili
- iii. Somali
- iv. Amharic
- v. French

b. Translation associates for ACI programs and client services

- i. French
- ii. Arabic
- iii. Kiswahili

- c. *Directory of Social Services*
 - i. Distribution
 - ii. Data collection
 - iii. Editing
 - d. African Community Soccer League (ACSL)
- 6. Administrative & office
 - a. Documentation
 - b. Database development and maintenance
 - c. Volunteer management
 - i. Recruitment
 - ii. Orientation & development
 - iii. Retention
 - d. Marketing
 - i. Website development
 - ii. Graphic designs
 - iii. Program and client services brochure development
 - iv. Community Outreach Representatives
- 7. Research and Development
 - a. Prospective funding research
 - b. Donor relations
 - c. Quarter for Life Box (*To be added*)
 - i. QFL Community representatives
 - d. Quarter for Life Race (*To be added*)
 - e. Construction/technical workers: Electrician, plumber, Masonry/Bricklayer, Painter, Drywall technician, Roofer, etc.