

Patricia Arenas, Volunteer Program Supervisor
Michelle Muetschard, Agency Volunteer Administrator
Catholic Charities of Santa Clara County
2625 Zanker Road, San Jose, CA 95134
(408) 325-5151 volunteer@catholiccharitiesscc.org
www.catholiccharitiesscc.org

All volunteers who are 18 years old or older must receive clearance from the Department of Justice and the FBI by having the **Live Scan fingerprint** test and only a **negative TB test** if required by the program's contract.

SHORT TERM TIME COMMITMENT

With Adults...

“Handicapables” Host

Saida Nagpurwala, Handicapables Program Assistant, 408-325-5257,
snagpurwala@catholiccharitiesscc.org

Handicapables is a support and enrichment program for disabled adults who meet twice a month on Saturdays. One time is for lunch, Mass, and entertainment hosted by one of the Catholic Churches of Santa Clara County. The second monthly meeting is primarily social and could be a field trip. Volunteers are needed to escort members and socialize with them. Others are needed to arrange for the host site, prepare lunch, arrange for entertainment, lead or assist with activities such as bingo. Contact the coordinator for the schedule to volunteer for any part of one or more meetings. Appropriate for individuals as well as groups such as a Youth Group or Service Club.

Pick-up or Deliver Donations on call - as needed

Ruben Solorio, Parish and Community Relations Manager, 408-325-5129,
rsolorio@catholiccharitiesscc.org

- Donations come from schools, churches, businesses and individuals. They need to be picked up and delivered to Catholic Charities program offices.
- From time to time when we place a client into housing, we need a driver with a van to pick-up and deliver furniture.

Church, School, Corporate & Community Groups Programs

Rubén Solorio, 408-325-5129, rsolorio@catholiccharitiesscc.org

Organize a collection of gifts for the poor. Contact Rubén to identify a client need and match it to your group's interest. Brainstorming sessions and presentations available. This is a good opportunity for classes, clubs, programs or groups

Produce Assistant

Bryony Chamberlain, Housing Search Specialist, 408-325-5213,
bchamberlain@catholiccharitiesscc.org
San Antonio Place, 210 San Antonio Circle, Mountain View, CA 94040

A volunteer is needed to assist on our 'produce days'. On the 2nd Friday and 4th Tuesday of every month, there is a large delivery of produce at San Antonio Place. We are looking for an enthusiastic and dependable individual to volunteer for 4-8 hours on these days. You will be responsible for managing and handing out produce to all residents. Minimum Age: 18

With Older Adults...

Catholic Charities Senior Nutrition Program "Hot Lunch"

Catholic Charities' Senior Nutrition Program serves hot, nutritious meals to older adults (60+ years old) five days a week in a social environment.

Chau Dinh, Nutrition Program Manager, 408-279-7538, cdinh@catholiccharitiesscc.org

This is an opportunity to help with hot lunch program for seniors Monday-Friday. Choose a job, a site and day(s) of the week:

Gilroy Senior Center, 7371 Hanna Street, Gilroy, CA 95020

Maria Delgado, Site Manager (408) 846-0428

Help with set-up at 9:00 a.m., help with sign-ins beginning at 10:30 a.m., help serve, or help with clean-up ending at 1 p.m. or

East Side Neighborhood Center, 2150 Alum Rock Ave., San Jose, CA 95116

Margaret Marrujo, Site Manager (408) 937-3924

Set up begins at 7:45am, help with sign-ins beginning at 10:30 a.m., help serve, or help with clean-up ending at 3 p.m. or

John XXIII Multi-Service Center, 195 E. San Fernando St., San Jose, CA 95112

Paula Ramos, Site Manager, 408-282-8607

Help with set-up at 7:00 a.m., help with sign-ins beginning at 10:30 a.m., help serve from 11:30-12:30, or help with clean-up ending at 1 p.m.

John XXIII Multi-Service Center

195 E. San Fernando Street, San Jose, CA 95112
John XXIII Center Coordinator, (408) 282 8606

- **Brown Bag Program:** Every Wednesday from 10 a.m.-noon, help unload and bag food delivered by Second Harvest Food Bank for very low-income seniors.
- **Citizenship Program:** Help tutor small groups of seniors in the questions and answers required to pass the citizenship test. Monday - Thursday from 9 - 11 am or 1 - 3 pm
- **Building Maintenance:** Help with small projects to keep the historic building clean and presentable.

Volunteers over 55 who live in Santa Clara County are eligible to belong to RSVP and receive some benefits. Ask the volunteer coordinator.

Catholic Charities and Second Harvest Food Bank Brown Bag Program

Help prepare and distribute bags of groceries to seniors. Choose a site and a day of the week:

Gilroy Senior Center, 7371 Hanna Street, Gilroy, CA 95020

Thursday mornings, 9 am to 11 am

Languages spoken: English and Spanish

Maria Delgado, Site Manager (408) 846-0428, mdelgado@catholiccharitiesscc.org

John XXIII Multi-Service Center, 195 E. San Fernando St., San Jose, CA 95112

Wednesday mornings from 10 am – 12 pm

Languages spoken: English, Spanish, Chinese, Vietnamese

Center Coordinator, (408) 282 8606

East Side Neighborhood Center, 2150 Alum Rock Ave., San Jose, CA 95116

Friday mornings from 9 am to 11 am.

Languages spoken: English, Spanish, Tagalog

Milton Cadena, Center Manager (408) 251-0217, mcadena@catholiccharitiesscc.org

FLEXIBLE TIME COMMITMENT

With Children-

Share your interests and hobbies with children!

Janelle Dumax-Baudron, Volunteer Coordinator, jdumax-baudron@catholiccharitiesscc.org,
(408) 283-6150 x 111

CORAL is an after school program for elementary and middle school students in the Franklin-McKinley School District and Washington Elementary School in the San Jose



Unified School District. We are looking for individuals and organizations interested in sharing their time and interests with our students. We are also looking for those who are willing to bring different enrichment activities to our program. In previous years, CORAL students have engaged in activities such as cultural dance, drumming, mask making, storytelling, cartooning, science experiments, cooking, and soccer. CORAL programs run after school until 6 p.m. and we are flexible to work with your schedule and availability. Please take this opportunity to share your interests, hobbies, or talents with our students!

Computer Literacy Instructor

Washington United Youth Center

921 S. First Street, San Jose, 95110

Tony Rodriguez, 408-938-6731, trodriguez@catholiccharitiesscc.org

Steven Vidal, 408-938-6731, svidal@catholiccharitiesscc.org

On a 6-week basis, be available at the Summit League TechLab to assist students in enhancing their computer skills and/or setting up a class or classes to develop skills in specific areas (eg: computer basics, MS Word, Excel, etc., based upon the strengths of the instructor). *Adult classes are taught in Spanish*, therefore Spanish fluency is required. *Youth classes are in English* and no Spanish is required.

With Adults-

ESL Tutor and Companion

Refugee Services

Julia Shepardson, 408-325-5209, jshpardson@catholiccharitiesscc.org

Speak English with newly resettled refugee families. Attend English as a Second Language classes with the refugees at the Catholic Charities office and assist with the spoken exercises and basic conversation.

Sponsor Refugees

Refugee Services

Julia Shepardson, 408-325-5209, jshpardson@catholiccharitiesscc.org

Volunteers can assist refugees in a variety of ways: by collecting household goods and furniture; greeting refugees at the airport; offering refugees housing in your home for up to 3 months; or providing rental support for a newly arrived family; and being companions. As companions, volunteers help with language, first trips to the store, transportation, and socialization. This is an ideal project for a group to adopt.

Refugees are survivors! The very fact that they make it here from their home countries at war and from the Refugee Camps attests to this. But there are hurdles that they still need to



surmount - new language, culture, and job skills. Catholic Charities guides each refugee through individual case management.

Job Search Assistant for Refugees

Julia Shepardson, 408-325-5209, jshpardson@catholiccharitiesscc.org
2625 Zanker Road, San Jose, CA 95134

Volunteers are needed to assist refugees in their job search. Work one-on-one with highly motivated refugees who are looking for employment. Share information about possible jobs with refugees. Volunteers are needed Monday through Friday from 9am to 3pm at the Catholic Charities Zanker Road site in San Jose.

With Older Adults-

Computer Literacy Instructor

Eastside Neighborhood Center

2150 Alum Rock Avenue, San Jose, CA 95116
Milton Cadena, 408-251-0217, mcadena@catholiccharitiesscc.org

Assist Latino and Filipino older adults with computer lab. Flexible hours and days are available.

Older Adult Respite and Caregiver Services – Day Break I, II and III

Day Break Respite and Caregiver Support Services is a community-based program sponsored by Catholic Charities of Santa Clara County that provides non-medical care to meet the needs of functionally impaired older adults while enhancing the quality of life for both the participant and caregiver. Our mission is to help dependent seniors to “age in place” and remain in their family homes for as long as possible. Catholic Charities serves people of all beliefs, cultures, ethnicities, and ages.

To volunteer for the Day Break programs, please contact Aurea Lewis, (408) 325-5261, alewis@catholiccharitiesscc.org ,

Day Break I - serving San Jose, Gilroy and Morgan Hill

Patti Worthen, Site Supervisor (Day Break I)
St. Francis of Assisi Church, 5111 San Felipe Rd., San Jose, CA 95135
Open Monday-Friday from 10am to 3pm.

- ADULT DAY CARE CENTER VOLUNTEER (at St. Francis of Assisi Church) - Assist with activities, provide encouragement and support to older adults in our Day Care Center 2-5 hours per week.



- IN-HOME RESPITE PROVIDER (serving Santa Clara County, including Morgan Hill and Gilroy) - Provide companionship and supervision to an elderly homebound senior in their own home for 2-4 hours per week.

Day Break II - serving Chinese and Vietnamese elders of Santa Clara County

Ching-Ming Hsueh, Site Supervisor Day Break II

John XXIII Multi-Service Center, 195 E. San Fernando Street, San Jose, CA 95112

Open Monday-Friday from 10am to 3pm.

*PLEASE NOTE: The ability to speak Vietnamese or Chinese is beneficial, but not required.
All volunteers welcome!*

ADULT DAY CARE CENTER VOLUNTEER (at John XXIII Multi-Service Center) - Assist with activities, provide encouragement and support to older adults in our Day Care Center 1-5 hours per week.

GROUP (CONGREGATE) IN-HOME RESPITE PROVIDER (serving central San Jose) - Provide companionship and supervision to a small group of elderly homebound seniors in their own apartment homes for 2-4 hours per week.

Day Break III New location in Sunnyvale

Ginger McClure, Site Supervisor Day Break III

Sunnyvale United Methodist Church, 535 Old San Francisco Rd., Sunnyvale, CA 94086

Open Monday-Friday 10am-3pm.

We provide care for adults 55 years and older with Dementia and Alzheimer's.

Our volunteers are important; they have fun, and help make our Day Break program successful. We are looking for both long-term volunteers and occasional visitors. (Please note that state licensing regulations require all long-term volunteers to be tested for TB and be fingerprinted.) Share a special talent or develop a new skill by working at Day Break! Here are some of our volunteer opportunities:

ADULT DAY CARE CENTER VOLUNTEER (at Sunnyvale United Methodist Church) - Assist with activities, provide encouragement and support to older adults in our Day Care Center 2-5 hours per week.

- Crafts, painting, art projects
- Gardening, nature walks, outdoor activities, bird watching
- Sing-a-longs, story-telling, puzzles, and games
- Dancing, music, exercise
- Bringing your pets and grandchildren to visit the elders
- Answering phones, filing, and running errands
- Snack preparation, set-up, and clean-up

IN-HOME RESPITE PROVIDER (serving northern Santa Clara County) - Provide companionship and supervision to an elderly homebound senior in their own home for 2-4 hours per week. **(Mileage reimbursement)**



Escorted Transportation Program

Aurea Lewis, (408) 325-5261, alewis@catholiccharitiesscc.org ,

Drive homebound older adults to medical appointments or to the grocery store, remaining with them during their appointment or grocery shopping, and then driving them back to their home.

A volunteer would provide a minimum of one ride per month, averaging 3 hours per trip. (Many of our volunteers provide 2-3 trips per month) This is a great opportunity for those who enjoy one-on-one contact with older adults. A volunteer gains satisfaction by providing a direct service to an older adult who could not continue to live independently without this service. **(Mileage reimbursement is provided).**

Many of our clients look forward to the time spent with the volunteer drivers, not only because it provides a means of needed transportation, but more importantly, it is an opportunity for socialization for a senior who may otherwise be homebound.

Administrative Assistance-

Administrative Assistant for Day Break I

Patti Worthen, 408-270-4900, pworthen@catholiccharitiesscc.org
St. Francis of Assisi Church, 5111 San Felipe Rd., San Jose, CA 95135

Assist with completing files and doing follow-up with prospective and current volunteers. Help organize our office and filing system. This person would work with the Site Supervisor to complete these tasks. He/She would need to have a high level of integrity, be able to maintain confidentiality, take initiative, be detail oriented and follow specific instructions. Hours are flexible, between Monday-Friday from 10am to 3pm, 6-8 hours a week.

Development

Cindy Zbin, Associate Director of Development, (408) 325-5125,
czbin@catholiccharitiesscc.org

Assist with large mailings approximately one half day every month or every other month.

Housing Search and Stabilization Services – Administrative Assistant

Minh Hoang Pham, 408-325-5166, mhoang@catholiccharitiesscc.org

Answer phones, take client information, make referrals and make appointments for interviews. Contact clients for follow-up and for survey of services. 10 hours per week commitment desired.

Parish Social Ministry – Administrative Assistant

Elizabeth Lilly, 408-325-5265, elilly@catholiccharitiesscc.org

Assist in keeping database of parish contacts and *JustFaith*® alumni and active participants, copy materials.

Office Organizational Specialist

Chana Pederson, Director of Supportive Housing Services (408) 325-5224,
cpederson@catholiccharitiesscc.org

Looking for Organizational Whiz! Come help us help others! We help the homeless get housing - but our new office “home” needs help. Are you a Self-Starter with lots of ideas about organizing an office? Do you love to setup filing systems, put together project binders, and create order from chaos?

As a member of the Supportive Housing Services team, you can support the program director by creating an efficient organizational system, including hard copy files, calendars, and contacts for department, and help with other special projects, such as putting together Program Manual materials. Accuracy and careful attention to detail is required to ensure contract compliance.

Are you available to volunteer 8-20 hours per week, Monday through Friday? We are happy to have you organize over the course of a few days, or work with us on an ongoing basis once systems are in place. Afternoons are best for now but morning hours can be arranged.

LONGER TERM COMMITMENT

...With Children, Youth...Adults...Older Adults

With Children, Youth-

Refugee Foster Parent

Coleen Higa, 408-325-5159, refugeefostercare@catholiccharitiesscc.org

Every year thousands of children are separated from their families because of war. Those who survive, end up in Refugee Camps. They are alone, unaccompanied by any family member. We want to place these teens in caring stable homes. We provide a monthly stipend to the family and services such as tutoring and counseling for the teen. Each family will have a designated case manager at Catholic Charities. There is a two month preparation time to assure an appropriate match.



With Adults-

Parish Social Ministry – Parish Program

Elizabeth Lilly, 408-325-5265, elilly@catholiccharitiesscc.org

Become a facilitator of a *JustFaith*® group, a 30 week program of transformation by immersion into stories and encounters with the poor. Ecumenical version includes sessions prepared with Bread for the World. Catholic version includes sessions prepared by Catholic Relief Service, Catholic Campaign for Human Development, and Catholic Charities USA . Weekly meetings, September – May with some weekend retreats and encounters.

Tax EZ Program Volunteer

Arelly Valeriano 408-325-5241, To Lam (408) 325-5106, or Minh Hoang Pham, 408-325-5166, taxezvolunteer@catholiccharitiesscc.org

Please come to one of our orientation dates on October 28 & October 29, 2009 from 6PM to 8PM at Catholic Charities located at 2625 Zanker Rd, San Jose, 95134.

Refreshment will be provided.

Help low-income families (earning under \$40,000/year) who are eligible for the Earned Income Tax Credit (EITC) rightly receive between \$428 and \$4,716. Tax Volunteers will be trained with Tax Law and TaxWise (a software used to prepare tax returns) this coming November-December 2009 at Catholic Charities. Classes will take place twice a week on Tuesdays and Thursdays from 6pm-9pm. Volunteers would serve during January through mid-April of 2010.

With Older Adults-

Long Term Care Ombudsman Program

Marlene Siebert, Program Assistant, 408-325-5260, marlenes@catholiccharitiesscc.org

Advocate for long term care residents. The primary purpose of the Long Term Care Ombudsman Program is to receive, identify, investigate and impartially resolve complaints made by, or on behalf of residents of long term care facilities. Successful completion of the mandated Ombudsman training and certification by the State of California required. Must be at least 18 years old and be willing to make a one year commitment of 3-5 hours a week after initial certification training.

If you are still interested in completing the program after learning about the volunteer opportunity at the orientation, the winter 2010 Ombudsman training is scheduled to be held on the following dates:

An orientation / overview of the program will be presented on:

Monday January 25, 2010 from 10:00 pm to Noon

Certification Training Schedule:



Tuesday	February 2 nd	9:30 am to 3:00pm
Thursday	February 4 th	9:30 am to 3:00pm
Tuesday	February 9 th	9:30 am to 3:00pm
Thursday	February 11 th	9:30 am to 2:00pm
Tuesday	February 16 th	9:30 am to 3:00pm
Wednesday	February 17 th	10:00 am to 12:00 pm
Thursday	February 18 th	9:30 am to 3:00pm
Tuesday	February 23 rd	9:30 am to 3:00pm

Upon completion of the classroom training, new volunteers will complete 10 additional hours of field internship prior to state certification.

Volunteers over 55 who live in Santa Clara County are eligible to belong to RSVP and receive some benefits. Ask the volunteer coordinator.