

# Guadalupe Center

Breaking the cycle of poverty through education

## VOLUNTEER OPPORTUNITIES



In addition to much-needed monetary donations, below are some additional ways one can become involved in supporting the Guadalupe Center. All volunteers must be at least 18 years of age. Contact: Kelly Hammer, Director of Community Engagement & Public Relations; [khammer@guadalupecenter.org](mailto:khammer@guadalupecenter.org), 239-657-7158, [www.guadalupecenter.org](http://www.guadalupecenter.org)

### Educational Programs

*(All volunteers must go through an application and screening process (including fingerprinting and background check))*

#### Early Childhood Education Program- Year Round

- Work with students 6 weeks to 5 years of age
- Assist the classroom teachers with a variety of classroom duties such as leading small group activities, reading with individual students, assisting with classroom projects, leading outdoor activities; assisting in the cafeteria
- Hours are determined by the needs of the programs and are set by the Director and the volunteer

#### Early Childhood Center Library Volunteer Librarian-Year Round

- Sort through and check in book donations
- Assist teachers with class library time

#### Summer Enrichment Program-Summer Months

- Work with students completing Kindergarten through 2nd grade
- Assist the classroom teachers with a variety of classroom duties including lead small group activities, reading with individual students, assisting with classroom projects, leading outdoor activities alongside the tutor, preparing activities for the lead tutor
- Hours are determined by the needs of the programs and are set by the coordinator and the volunteer

#### Tutor Corps Mentor:

- College-bound Tutor Corps students are entering 9th-12th grade at Immokalee High School
- Guide students with advice, support, and a listening ear; Communication is mainly by text, phone and email.
- Time commitment depends on the mentor and what they would like to do/how involved they would like to be. Required events are a mentor/mentee/ parent dinner in Immokalee, a cultural event and a picnic event, both in the spring and held in Naples and Marco Island. A mentor handbook is available upon request.

## Clerical Help

### Development Office (Naples)

- Data Entry
- Assisting with events and special projects
- Thank you calls and notes
- Filing
- Sorting/Organizing materials
- Preparing information packets

### Programs Office (Immokalee)

- Copying
- Filing
- Sorting/Organizing materials
- Preparing information packets
- Data Entry
- Assisting with events and special projects

## Special Projects

### Guadalupe Resale Shop

- The Shop is located at 12980 Tamiami Trail N. Naples.
- Hours are Mon.-Fri. 10am-5pm and Sat. 10am-4pm
- Duties include cashier, customer Service, pricing of art, housewares, clothing and linens, sorting items, staging displays
- Men and other strong volunteers are needed for moving and picking up furniture from donors
- Volunteer hours are determined by Shop Manager and the volunteer

### Back to School Shoes & Supplies (more than 250 children receive new shoes and school supplies)

- Monday-Friday mornings during a week in August (dates TBD each year) 50 children a day, are brought from Immokalee to Snyderman's Shoes in Naples to be outfitted with new shoes. Volunteers from Laces of Love assist store staff.
- Donations of shoes, school supplies, cash, and stuffed backpacks are needed for this yearly event; hold a shoe or school supplies drive.

### Holiday Gift Shop: (more than 250 of Guadalupe's neediest families receive Christmas gifts for their children)

- On December 8th & 9th volunteers are needed in Immokalee to help parents choose gifts for their children, wrap gifts, and to help replenish the gift areas
- Hold a gift drive; donations of money and gifts are needed for children- infants through teenagers

### Buddy Day

- Accompany 2nd graders from Guadalupe Center's After-school Program through a variety of outdoor activity stations at Hideaway Beach, Marco Island. February 17, 2018, 10am-3pm.

### Other

- Work in your community/civic/friends to arrange for a Guadalupe Center staff member to speak to your group. Guests will be invited at the event to sign up for a tour of Immokalee and the Guadalupe Center in Guadalupe's 13-passenger van from Naples, Bonita Springs or Marco Island.