LSUS Service Learning/Internship Organizations
Index
(By Subject)

**Animals**
Pet Savers, Inc. ................................................................. 1

**Art Development and Preservation**
Herbert S. Ford Memorial Museum, Inc. ............................ 2
Red River Revel ................................................................. 3
Robinson Film Center .......................................................... 4
R.S. Barnwell Garden and Art Center ................................. 5
Shreveport Regional Arts Council ..................................... 6

**Children/Youth**
E.B. Williams Stoner Hill Elementary ................................. 7
Junior Achievement of North LA ......................................... 8
Sci-Port Discovery Center ................................................... 9

**Elderly**
Caddo Council on Aging ................................................... 11
Hospice of Shreveport Bossier ............................................. 12
Live Oak Retirement Community ....................................... 13

**Family and Community**
Community Renewal International .................................. 14
Dress for Success Shreveport-Bossier ............................... 16
Fuller Center of Webster .................................................. 17
North LA Criminal Justice Academy ................................. 19
Northwest Louisiana Food Bank ......................................... 20
Family and Community

One Great River - Mothers against Drugs Program .........................................................22
Samaritan Counseling Center ..........................................................................................23
Shreveport Green .............................................................................................................24
The Family Life Community Development Corporation ..............................................25
Volunteers of America (1) ..............................................................................................26
Volunteers of America of North LA (2) ...........................................................................27
Volunteers of America (3) LightHouse .............................................................................28
Volunteers of America (4) Highland Center .....................................................................29

Health & Safety

Northwest Louisiana Interfaith Pharmacy ........................................................................31
The Pool of Siloam - (Medical Ministry and free clinic) ..................................................32
The Shreveport Bossier Affiliate of the Susan G. Komen Breast Cancer Foundation .................................................................33
ThinkFirst of the Ark-La-Tex ..........................................................................................34

Special Needs

LSUHSC Language Center at the Mollie E. Webb Speech & Hearing Center ........35
New Horizons Independent Living Center ......................................................................36
Individual Volunteer Opportunities
1. Assist with Pet welfare - Feed and play with dogs or puppies, help cleaning cat room only or bowls. 1 hour per day, 2-4 days per week. No training required. (Wear old clothes and shoes you do not care about.)
2. Establish Database - Skilled in data base set up and entry. 1-4 hours per day, 1-4 days per week.
3. Receptionist duties – 1-2 days for 2-5 hours per week. Take phone calls and messages. L. Shemwell can train and give guidelines for screening and/or directing calls.
4. Adoption Campaign for Animals - Take a particular dog that needs to be adopted and market it. Use marketing and writing expertise.
5. Marketing Campaigns - Create fliers, free (clever) ads in newspapers, etc. 1 hour per day at 2 days per week. Knowledge of marketing to see what works.
6. Digital Photography - 1 hour per day, 2 days per week. Take digital photos of pets for web site and email with descriptions. Knowing how to take good photos and write brief text.
7. Staffing office/answering calls-up to 6 hours a day, up to 7 days a week. L. Shemwell will train-call answering protocol is also in writing.

**Note: There will be a minimum security inmate from the Caddo Correctional Center cleaning kennels while volunteers are in the office. Students might feel more comfortable working in pairs.**

Episodic for Classes
1. Volunteers for Pet Adoption Day at Pet Co, Pet Smart, or Southern Hills Animal Hospital (or other). For pet stories, pets need to be transported and someone needs to say with them for several hours. If we have the pet at the vet's, we just need people stationed to direct potential adopters.
2. Volunteers to assist with new fundraiser of "Pet Walk". This will be held in conjunction with "Just for Fideaux" PET Boutique. We'll need publicity since it's a brand new event.

Semester-long Class Projects
1. Grant writers: we need a grant for pet food and one for Heartguard and or Flea control products.
2. Publicity Campaign - We need a campaign to get people interested in fostering pets until they are adopted.
3. Create, and develop newsletter template that can be updated and modified to mail quarterly.

Internships
Set up database of all donors.
Individual Volunteer Opportunities
1. Research, up to 6 hours a day, 1 day a week. Research current topics of interest.
2. Exhibit Design-up to 3 hours a day, 4-5 days a week. Assist project director.
3. Record Accessions-6 hours, several weeks, M,W,F. Done on computer.

Internships
Update website.
Individual Volunteer Opportunities
Volunteers to assist with
1. Implementation of 2008 Red River Revel from October 4-October 11.
2. Assist with coupon sales, admissions, artist hospitality, 4th grade educational program, K-3 educational program.

Episodic for Classes

Semester-long Class Projects

Internships  Pre-Festival - Administrative/Clerical - admin and clerical such as copying; laminating documents; inventory control; coupon and admissions preparation; graphics; mailings; putting together artist packets; and on site festival production such as putting up signs, setting chairs and tables, etc. During Festival - Administrative/ clerical work; troubleshooting; coupon sales; admission sales; and artist hospitality. Post Festival - inventory control; administrative clerical work; evaluations of this year's festival and development of new ideas for Revel 2008.
Individual Volunteer Opportunities

1. Video Editing - Flexible 2 days per week; experienced preferred, but training and assistance available. 2. Marketing - 2-3 hours Flexible; marketing of outdoor cinema and "Movies & Moonbeams". 3. General Office - 2-3 hours Flexible; assistance with office operations.

Episodic for Classes

1. Volunteers of 12 to 20 in number to assist in major fundraiser envelope stuffing - We send out fundraising mailers each spring end summer. 2. Development of E-Newsletter - Budget constraints do not allow for traditional advertising, we depend on our e-mail newsletter to inform subscribers about programs. We need help raising awareness of this list and students could conduct a sign up drive. 3. Movies and moonbeams, our outdoor cinema. Each major event requires 15-20 volunteers. A class could help promote and run 1 or 2 events per year.

Semester-long Class Projects

Grand Opening will be July 2007 - this would be excellent opportunity for a class to develop a promotional campaign in collaboration with our office. 2. Grant writing for funds for being able to notify the segment of the community that would profile that ethnic group.

Internships

1. Programming Intern - Edit hours of footage shot during our educational programs into films (usually, final versions run 5-7 minutes). At any time, we have 1-3 films waiting to be edited. This intern would have the satisfaction of helping children and have several completed editing projects by semesters end. We also conduct premieres of these films, which this intern may enjoy attending- all of the kids come out to see the results of what they wrote and shot. 2. General Office Intern: The general intern is welcome to identify one project and focus on making it a success. For example, our outdoor cinema program "Movies & Moonbeams" often goes under promoted due to our limited staff. This would be a great project for a marketing student. Or he/she may want to develop a database of editorial contacts for all regional media outlets covering the arts. The "general" intern is welcome to focus on the parts of the job he/she is most interested in.
Individual Volunteer Opportunities:
10 am to 4 pm Tuesday through Friday: Volunteers needed to greet and direct visitors to exhibitions answer phones and perform other office functions as directed and to assist with school tour groups. Volunteers also needed to assist with pruning and pulling weeds in the conservatory; and to assist with special events.

Episodic for Classes:

Semester-long Class Projects:
Data entry and retrieval, newsletter creation, marketing plans, grant research and writing, corporate donation research, proposal writing, plant identification and labeling in the conservatory.

Internships:
Work as artist assistants to professional artists conducting workshops for adults and children.
Individual Volunteer Opportunities
1. Project Management - manages all aspects of programs and services. Work with timelines, artists, etc.
2. Public Relations / Press Management - varies, 8am-5pm, 3 days week. Learn to write press releases, Radio PSA's, Direct mail and mass E-mail.
3. Database Coordination - varies 8am-5pm, 3 days week - Learn SAGE Development, software and donor management techniques.

Episodic for Classes
1. Christmas in the Sky - Work space project to be done Wednesday or Thursday evenings, 4pm - 9pm, at 800 Snow Street. The students will work with artists to build and fabricate sets and props and costs for SRAC's fundraiser.
2. Art Break Festival volunteers - April 20-26, 2008; Help in concession sales, artists assistance, T-Shirt sales. Friday, Saturday, Sunday at 3pm - 9pm; 10 am - 6pm and 12pm - 6pm.

 Semester-long Class Projects
1. PR and Marketing design campaign

Internships
1. Marketing and Advertising
Organization
E.B. Williams Stoner Hill Elementary School
Address
2127 C. E. Galloway Blvd.
City State
Shreveport, LA
Zip Code
71104
Phone
318-222-5317
Fax
318-222-8710
Contact Person
Martha K. Anderson, Instructional Coordinator
Email
manderson@caddo.k12.la.us
Website

Individual Volunteer Opportunities
1. Listen to a First Grader read library books and help them take an Accelerated Reader test. Come on a regular basis (once a week or once every two weeks) to the school and listen to a first grader read a library book. Then briefly talk about the book with the child, followed by helping the child take a computer reading comprehension test.

Episodic for Classes
1. Help with our Fall Carnival in various capacities Friday, October 26, 2007 from 11:30 to 2:30 at the E.B. Williams Stoner Hill Campus.
2. Serve a meal for those students who have an A in conduct for the nine weeks. The exact date to be announced.

Semester-long Class Projects
1. October through December 2007; Research funding sources and write a grant for a paved walking trail around our South playground. Good writing skills, creative, resourceful.

Internships
Individual Volunteer Opportunities
Elementary School Class Consultant - 1 hr 5 days only - Interview required, 1.5 hr group introduction to JA program, preparation time for elementary school grade for one week.

Episodic for Classes
1. On 300 JA post cards, write thank you notes and addresses to our class volunteers.
2. Make 150 phone calls to ask golf card clients and ask if they would like to purchase another one.

Semester-long Class Projects
1. A survey of perception and awareness of Junior Achievement, including various demographics in our community of Shreveport-Bossier City.
2. A plan for a public relations campaign based on the survey.

Internships
Administrative Assistance - Data entry on computer set up in conference room; clerical filing, telephone duties, compile class materials for student activities in kit form provided.
Individual Volunteer Opportunities:

Volunteers interact with visitors, involving them with numerous exhibits. Interaction with our visitors is essential to enhancing the Sci-Port experience. The level of interaction and involvement is up to the volunteer. Sometimes a simple gesture of friendship and welcome is all the interaction that the visitor desires. At other times detail explanations of programs and demonstrations of the exhibits will be required. At times the volunteer will be working under the supervision of one of our gallery Pilots. The volunteer will offer that level of interaction with which she/he is comfortable. We can always use volunteers to provide personal assistance with the different large groups that visit the center each weekday. Times of operation are from 10AM to 5 PM on weekdays and 10 am to 6pm on Saturdays and 1pm to 6pm on Sundays. The volunteer determines the total time spent in the center on any one volunteer occasion.

The Ideal Volunteer:

Even though Sci-Port encourages volunteers of all ages; the ideal volunteer for Sci-Port: Louisiana’s Science Center should be:

1. 17+ years old
2. A caring citizen
3. Someone who loves to learn
4. Enthusiastic about sharing that learning experience

All adult volunteers (18+ yrs) are screened through a limited criminal history check. Once the paperwork is complete, the volunteer may begin his or her orientation process. All personal information is kept confidential between Sci-Port and the volunteer.

Volunteer for the following:

1. The Red River Area
2. The Human Body and Health Area
3. Physical Science and Technology
4. Children and Toddler's Area
5. Space, Exploration and Math Area.
**Animal Care:** - Do you possess a love and respect for animals? Small to large animals; experience with animal handling is preferred, but training is available.

**Imax Dome Theater:** Ushers, ticket takers, and maintenance duties performed.

**Discoveries Unlimited Gift Shop:** Working in the retail area. Help in shop with stocking, cataloging items.

**Visitor Services:** Be one of the first persons to greet visitors as they enter into the center and pass out visitor guides and maps. Help visitor services pass out armbands, and help visitors put them on. Every three months provide your time in preparing our member newsmagazine for mail-outs.

**Special Events:** Work at one of our numerous special events. These usually take place in the evenings or on weekend.

**Administrative Support:** A lot of behind the scenes work must be done. You can be of tremendous help with administrative filing, copying, operating the receptionist area, and much more.

**Internships**

**Public Relations/Marketing** - Become part of the amazing marketing team informing the public about Sci-Port's mission and the programs Sci-Port offers.

**Episodic for Classes**

**Semester-long Class Projects**
Organization: Caddo Council on Aging
Address: 4015 Greenwood Road, Shreveport, LA 71109
Phone: 318-632-2090
Fax: 318-632-2095
Contact Person: Mary Alice Rountree
Email: ccoa@caddocoa.org
Website: www.caddocouncilonaging.org

Individual Volunteer Opportunities
Delivery of Meals on Wheels

Episodic for Classes

Semester-long Class Projects

Internships
Individual Volunteer Opportunities
1. Spiritual Care Volunteer - In-service on the philosophy of hospice, responsibilities & duties of caring for patients & families. Includes training on the physical, emotional, and spiritual aspects of death & dying.
2. Administrative Volunteer
3. Patient Care Volunteer
4. Bereavement Volunteer

Episodic for Classes

Semester-long Class Projects

Internships
1. Intern for hospice interdisciplinary team model of care - participating in physical, emotional, and spiritual care to patients and families.
2. Intern will learn and operate within a professional interdisciplinary team with sensitivity, application of and understanding of group dynamics.
3. Intern will have opportunity, as determined by the supervisor, to shadow the different members of the staff on patient visits, visit patients independently, and have contact with patient's families. This key aspect of the internship will provide opportunities to exercise and develop relational skills.
4. Intern will be provided with the opportunity for theological reflection regarding a broad range of topics that emerge as a result of working consistently with a population that is dealing with the reality of death and dying. Personal reflection and growth opportunities are in inherent part of this work, which will be supported by the supervisor.
5. The intern will have the opportunity to learn the processes that must be adhered to in this medical model of care, particularly in the area of documentation and appropriate visit protocol.
6. As a non-paid employee, the intern will have to fill out an employment application, provide reference contacts, undergo a background check, and fulfill basic orientation requirements in order to have direct patient contact. Not to limited to understanding HIPPA practices, infection control protocol, etc.
Organization  Live Oak Retirement Community
Address      600 East Flournoy Lucas Road
City State   Shreveport, LA
Zip Code     71115
Phone        318-797-1900
Fax          318-797-1999
Contact Person  Candice Gadston
Email        cgadston@liveoakonline.com
Website      www.liveoakonline.com

Individual Volunteer Opportunities
Activities Assistant - Any day or hours - orientation provided

Episodic for Classes
1. Conduct Special Activities or participate in an off-campus trip for the residents.

Semester-long Class Projects

Internships
Individual Volunteer Opportunities
1. Friendship House After-School program - several locations- Monday - Thursday 3:30pm -5:30pm - Volunteers can assist the Community Coordinator with preparation for the club (room set up, snack, supplies), tutoring during homework time, record keeping, newsletter development, supervision of recreational activities, providing encouragement, motivation, role modeling for behavior, instruction for arts, crafts and/or music lessons. Groups grades K-5 or 6-12
2. Adult Renewal Academy - Cedar Grove - Partners meet at a time convenient for the student and the partner. Academy meets Tuesday-Thursday 8:30am-11:30am - volunteers act as friends, advisors, tutors or child care providers for students and their families. Volunteers can teach biblical values, parenting skills, job readiness, study sills, health care and money management. Volunteers can also provide refreshments and assist with room set up and preparation. Ages 17 and up. Volunteers must attend training and meet with their partner a minimum of one hour a week at a location accessible to the student and partner.
3. Reading Zones - several locations - Volunteers commit to one hour, one (or more) day a week during club meeting days and times (Monday -Thursday 3:30pm-5:30pm). Volunteers read to children in the home of a neighbor (located in target neighborhoods) and ask children to read to them, helping children experience the joy of reading. Group grades K-5

Episodic for Classes
Volunteer will make a presentation to children, youth or adults on a specific topic, such as surfing the web, community involvement, public speaking, etiquette, test taking skills, job search, handy man skills, building self esteem, basic computer usage, etc.

Semester-long Class Projects
Project suggestions include:
1. Design neighborhood web pages for the five target neighborhoods supported with Friendship Houses, Highland, Cedar Grove, Queensborough, Allendale, and Barksdale Annex in Bossier City.
2. Create an educational plan for an after school program for children grades K-5 or youth grades 6-12
3. Assist with creation of a volunteer manual to include legal aspects, orientation of volunteers, recruitment techniques, and power point presentations specific to needs of SBCR.
4. Document through written, audio, and visual presentation, stories from the neighborhood that reflect positive change in our community.
5. Create a nutritional snack plan for inner city children while participating in the after school program.

**Internships**

Individuals can complete academic internships with SBCR in any number of study areas. SBCR has students from sociology, psychology, theology, communications, industrial organizational psychology, medicine, church careers and other field complete successful internships. Students are allowed to gain hands-on, practical experience while contributing to their community.

Internships are custom-designed to meet the requirements of the academic intuition and pre-approved by the professor prior to initiation. Because internships are custom-designed, student internships are limited. Formal evaluation and documentation is provided directly to the professor with feedback to the student upon completion. Should you be interested in applying for an internship please have available specific requirements from the program, your area of interest at SBCR, program, due dates and contact information for the professor.
Organization:  Dress for Success Shreveport-Bossier
Address:   520 Olive Street, Shreveport, LA  71104
Phone:  318-221-8404 - extension 324
Fax:  318-221-8740
Contact:  Susan Noland
Email:  shreveportbossier@dressforsuccess.org
Website:  www.dressforsucess.org/shreveportbossier

Individual Volunteer Opportunities

1. Personal Shopper 11am-1pm or 1am-3pm on Tuesday, Wednesday or Thursday. Assist clients - Training is 2 hour orientation.
2. Assist with sorting donated clothes - afternoons Monday-Thursday; with a 30 minute orientation.
3. Sorters – Needed to help sort clothes

Episodic for Classes

Help set up for or help with our Women’s Clothing Sale in the fall and spring. Friday set up/Saturday sale.

Semester-long Class Projects

Internships
Individual Volunteer Opportunities
Volunteers are needed for the following:
1. House construction - 9am-3pm 1 day per week (typically Saturday). Special work days can be arranged. All aspects of building a house - on job training
2. Springhill Golf Tournament - 7am-8pm - 1 day - food service activities, assistance on the course, entrant coordination – October 4, 2008
3. Minden Golf Tournament - Spring 2009 (date not confirmed yet) 7am-8pm. 1 day food service, assistance on the course, logistical coordination
4. For those living in Webster Parish – office assistance (general administrative, assist with mail campaigns, possible creative work on newsletter)

Episodic for Classes
Volunteers or groups to:
1. Stuff envelopes for upcoming fundraiser (within next 60 days.)
2. Archive board meeting minutes (hard copy)
3. Scrapbook (organizing media stories and other publications)
4. Serve meals for visiting work teams

Semester-long Class Projects
1. Volunteers needed to research grant sources, contacts, and process for submitting a grant for $50,000 to build a single Fuller Center house. This would be a "Sponsored House" for The Fuller Center of Webster. Complete preparation and submission of the grant proposal and (time permitting) follow up on progress of grant proposal.

2. Public Relations Campaign - Create a complete public relations campaign including the following:
   a. Newspaper stories: some of which the class could submit to the local newspapers: some of which could be scheduled for submission to media even after semester is over.
   b. Television/Radio: contacting local TV and radio media to schedule coverage of major event (like the ground blessing on the sponsored house)
   c. Advertising package: PSA (maybe a 10 second and a 30 second ad for radio and TV); billboards; a print ad for magazine.
Internships
To work with The Fuller Center of Webster in all aspects of a single house project in Minden, Louisiana; to work in this project from ground-breaking through completion of the house and the family moving in.
Skills: Computer knowledge of and experience with Microsoft Word, Excel, and publisher; good telephone courtesy; knowledge of fax; Internet and email knowledge.
Individual Volunteer Opportunities

Episodic for Classes

Semester-long Class Projects

Internships
1. Clerical duties (filing, phone, etc.)
2. Observe and facilitate training activities
3. Assist the training coordinator in the development of activities.
Organization  Northwest Louisiana Food Bank
Address           2307 Texas Avenue
City, State      Shreveport, LA
Zip Code        71103
Phone            318-675-2400
Contact Person  Martha Merrick, Executive Director
Email           mmerrick@foodbanknla.org
Website         www.foodbanknla.org

Individual Volunteer Opportunities
1. Sorting and packaging emergency/senior food boxes. Considerable organization goes into the packaging of each food box. Availability of items is depended on sources available and sufficient quantity for specified number of boxes. Box contents are planned and products setup for group packaging and palletizing. 2. Participation in Food Drive Organization -To have sufficient quantities depends upon the effective advertising, specific product encouragement, many volunteer hours, sorting and examining products for spoilage, compromised packaging, and appropriateness for target population, transportation and heavy lifting. Goal of success is when cost and in-kind services do not outweigh the value of the foods collected. 3. Monthly senior food box distribution: Two days per month groups are needed to facilitate the distribution of approximately 1200 to 1500 boxes off site to seniors in their cars. Locations: Shreveport and Bossier. One day prior orientation for new groups, 1-2 hours. Distribution day: 7 a.m. to 1:00 p.m.

Episodic for Classes

Semester-long Class Projects
1. Campaign that can communicate the mission and operations of the NW LA Food Bank. The NWLA Food Bank is well known and has positive name recognition, but the name itself has a certain amount of ambiguity associated with it because of numerous entities that distribute food from their organizations. There is a general lack of understanding pertaining to the infrastructural nature and extent of the FD activity, its association with USDA and America's Second Harvest and where the support comes from to maintain operations.
2. Grant opportunities- Need research and planning of new proposals for funding of projects such as New Kid's Cafe' projects, and Community Kitchen training programs.
3. Program Advancement Team Projects: Group act as sub committee to the board advancing strategic plans of the FB. Group will meet with a Board representative and conducts itself according to the usual rules of order with elected and/or appointed assignments. Project works best when members may rotate in and out by recruiting new members each semester.
4. Prepare food packages for seniors.
5. Stuff envelopes and prepare bulk mail.
6. Prepare newsletters.
Internships
1. Volunteer Development Coordination: Responsibilities include - maintaining data for active and inactive volunteers and reporting to administration. Recruiting individual and group volunteers utilizing presentation, communications and electronic postings. Scheduling activities and maintaining contacts. Skills: Computer skills needed, ability to lift light to medium loads, excellent people skills and comfortable with public speaking. Power point type presentation and data base skills a plus. Need valid driver’s license and transportation. 2. Executive Training - Performs as assistant to the department leader with delegated managerial responsibilities and project oversight. Individuals should be able to participate in departmental meetings, manage projects responsibly, and with accountability to their direct supervisor. Skills: Computer skills; organizational skills, typical office software skills and ability to function effectively in an administrative/office environment where flexibility and dependability are of the utmost importance. Need valid driver’s license and transportation.
Individual Volunteer Opportunities

Episodic for Classes

Semester-long Class Projects

Internships
Graphic Design & Marketing (web-based): The intern will work with a volunteer publicity and marketing committee comprised of key leaders in the field of communications who are developing a cohesive marketing plan for a benefit event to be held in March of 2007. The benefit will present the nationally acclaimed Preservation Hall Jazz Band in a "pops style" concert and dance to be held at the historic Shreveport Municipal Auditorium. Examples of key tasks for the intern to accomplish follow:
1. To design collateral material, such as an event invitation, event poster, and ticket.
2. To develop publicity materials for TV, press, and radio.
3. To design sponsor and patron solicitation materials.
4. To assist the executive director in communicating with the title sponsor, table sponsors, and ticket patrons to insure that they have a positive experience. All creative design work must be approved by the Publicity and Marketing Committee and the intern will be supervised and report to J. Peter Bunce, executive director.
Individual Volunteer Opportunities

Episodic for Classes
1. Stuff envelopes for major fundraiser in November
2. Place signs around area to promote Spirit Run
3. Misc

Semester-long Class Projects
1. Work with grant committee on grant proposals
2. Assist Community Relations Director with publicity for center’s services and fundraisers

Internships
Individual Volunteer Opportunities
1. A myriad of beautification, litter abatement, tree planting projects. Design and facilitate community beautification projects. Adopt a road/street and pick up litter, pot and repot seedlings for public planting.
2. Design recycling brochure for curbside recycling. Design and distribute curbside recycling brochure.

Episodic for Classes
1. Fold brochures for mail out.
2. Beautification projects.

Semester-long Class Projects
1. Sept-Dec 2007; Develop a public education campaign regarding the need to recycle telephone books, electronic waste, and curbside recycling.

Internships
N/A
Individual Volunteer Opportunities
1. Administrative Aide - 2.5 hours of day and 3 days per week. The student will learn job assignment through instruction, observation and hands on training. Student will become familiar with the diversity involved in nonprofit environments.
2. Classroom Aides (After-school Program) - 2.5 hrs and 4 days per week. The student(s) will receive hands-on training throughout assignment. Duties will vary depending on classroom activities.
3. Academic Support Aides (LEAP test, GED) 2.5 hours and 4 days per week. Students will receive hands-on training throughout assignment. Students will learn adaptive, interpersonal, social and academic skills with students.

Episodic for Classes
1. Students to design and/or create flyers or mail-outs of programmatic activities of the organization to be distributed within the community.
2. Students to be creative and introduce cultural arts activities to children in the After-School Program or share their experiences of other cities, cultures, ethnics, etc.
3. Students to share their career concentration with the students in the after-school and job readiness programs.

Semester-long Class Projects
Students will be needed to help create and/or conduct a "needs assessment." The students will collect data as determined by the Family Life CEC to assess the types of services needed in the communities it serves within the Shreveport-Bossier area.

Internships
1. After-School Program - The Family Life CDC needs 2-4 interns to assist students who will be preparing to take the LEAP TEST for the current school session; inclusive of all grade levels that will be tested. Teaching materials will be provided.
2. Community Job Readiness Program - The Family Life CDC needs a career Counselor/Intern for its job readiness program and an Instructor for its GED component. Participants in the job readiness program are individuals with very limited skills and possess barriers to employment; some are considered "hard-to-place" individuals. The career counselor will also address barriers that the student may possess during pre and post employment.
Individual Volunteer Opportunities
Filing and working with tenants - 8-5 Monday-Friday - On Job Training
Clerical – 1st time homebuyers

Episodic for Classes
Copy materials for first time home buyers class

Semester-long Class Projects

Internships
### Individual Volunteer Opportunities

1. **Employment and Community Services** - needs volunteers willing to provide support and logistic support for "working clients" (disabled clients) and would meet them every couple of weeks are as needed checking on things, providing support, and picking up copies of pay stubs which are necessary for billing purpose. **On the Job Training.**

2. **Employment and Community Services** - volunteers to teach basic computer skills to disabled clients. Sessions should last no more than an hour and the hours are flexible.

3. **Communications and Development department** - needs volunteer to help develop media portfolio from the collection of articles and publications we have saved. **On the Job Training.**

4. **Independence Lodge** (residential home for 24 disabled and 2 non-disabled clients) volunteer or group to host a monthly activity for residents. Activity should last no longer than 1 1/2 hours (bingo, birthday parties, seasonal parties, etc.) Parties Tuesday or Friday after 4 pm.

5. **Independence Lodge** (residential home) volunteers to pick-up food bags once a month at St. Jude / Christ the King Food Pantry (located at 1000 Ogilvie Street). Call food pantry at least 2 days in advance to schedule pick up. Usually pick up on 3rd Tuesday or Thursday of the month between 9am and 12 noon.

6. **Corbitt Lodge** (nonresidential home for 11 disabled clients) Volunteers pick up food bags one a month at Because He Cares Mission Food Pantry (located at 7808 Jewella) and deliver to the lodge. Bags pick up scheduled in advance once per month. Pick ups Wednesday or Friday between 10am -12pm and 3pm and 4pm.

### Episodic for Classes

Volunteers to gift wrap "3's Caring Gifts" angels. We wrap about 2500 angels. Must be done before November 1st. Call to schedule time.

### Semester-long Class Projects

**Internships**
Organization: Volunteers of America (3) LightHouse
Address: 802 Travis Street (Other sites, Highland Center, and in Bossier)
City State: Shreveport, LA
Zip Code: 71101
Phone: 318-429-7510
Fax: 318-429-7513
Contact Person: Tammesha Bolden
Email: tbolden@voanorthla.org
Website: www.voanorthla.org

Individual Volunteer Opportunities

1. Leaders for girl/boy scouts troop - 2 1/2 hours 1 time per week
2. Individual tutors - 2 hours 4 times week- Sept to May/ June & July
3. Leaders for sports activities - football, chess, volleyball, basketball, etc. 2 hr 2 times per week School yr
4. Leaders for crafts/arts activities (dance, cooking, sewing, etc.)
5. Technical assistance to Adults in Family Resource Center (resume writing, basic computer skills, etc.) evenings and Saturday 2-10 hours
6. Mentoring - serving as a positive role model to at risk youth weekly - at least two hours contact per week year round.
7. Special event volunteers as need

Episodic for Classes
1. Babysitting during parenting classes of Family Resource Center
2. Volunteers for regular special events that required preparation (square dance contest, art projects, and murals.)

Semester-long Class Projects
1. Conduct community needs assessment of current programs.
2. Family needs assessments: home visits and individual assessments of children in the program and families and working with the case manger/counselor to follow up.
3. Grant writing research assistance

Internships
One intern for each facility and after school program sites; one for Family Resource Center, and two to work with the case Manager/Counselor for a total of 10 for any of the semester long project titles.
Individual Volunteer Opportunities
Volunteers Case Manager - Katrina Aid Today Case Management 4-8 hours per day on any days Monday through Friday. Both formal group training and one-on-one on-the-job training are offered. This is a unique opportunity to work on a team with staff on behalf of individual clients.

Episodic for Classes
Semester-long Class Projects

Internships
Position: Volunteer Case Management Assistants - Katrina Aid Today

Reports to: Case manager

Objective: To provide services and transition planning to Katrina disaster survivors to empower them to achieve stability and self-sufficiency.

Qualifications: A desire to provide direct support to Katrina disaster survivors and a willingness to actively participate in professional training to ensure effectiveness is required. Individuals with previous social service volunteer or paid experience are preferred. Candidates must be comfortable working with diverse populations.

Responsibilities:
1. Fully and actively participate in start-up and ongoing training sponsored by each affiliate, the national office or UMCOR.
2. Assist the case manager in reaching out to eligible Katrina survivors and engaging them in service.
3. Provide supportive services and assistance in transaction planning for Katrina survivors, as directed by the Case Managers
4. Assist the Case Managers in developing a resource list of inter-agency contacts and maintaining a working understanding of all available programs.
5. Advocate for clients as necessary.
6. As a part of a case management team consisting of one paid staff and four volunteers, work with assigned clients on achieving the goals outlined in their individualized long-range disaster recovery plan.
7. Keep a narrative of all work done on each case.
8. Serve as a liaison between the Case Manager and client as necessary regarding assistance being provided and any limitations to the assistance available.
9. Make necessary referrals to fill in gaps in assistance.
10. Assist the Case Manager in verifying the results of the assistance provided in order to close the case.
11. Work in collaboration with the Case Manager and other project team volunteers to meet project goals.
12. Utilize CAN software for all client reporting functions.
Individual Volunteer Opportunities
Client Screening - 9:00 am-11:00 am Monday or Wednesday - work with a trained volunteer or staff to learn the screening guidelines.

Episodic for Classes

Semester-long Class Projects
1. Research and develop a plan to encourage clients to take their prescriptions according to doctor's instructions.
2. Assistance with a grant implementation plan
3. Review and redesign a client survey to determine the program outcomes.

Clients take a short survey at their initial screening to determine the level of their health, which frequently they have been able to fill their prescriptions and their knowledge about the medicines they take. Clients fill out a follow-up survey twice a year to see if their health is stabilizing. These surveys help us determine if we are meeting our goals and objectives.

Internships
Organization  The Pool of Siloam - (Medical Ministry and free clinic)
Address  4140 Greenwood Road
City State  Shreveport, LA
Zip Code  71109
Phone  318-631-2212
Fax  318-631-2213
Contact Person  Georgeann Luxion
Email  thepoolofsiloam@bellsouth.net
Website  N/A

Individual Volunteer Opportunities
Volunteers needed for the following:
1. Clerical - 2 hrs per day 4 days per week. Will train.
2. Database development - 4 hrs per day - 1-2 days per week- knowledge of Microsoft access.
3. Assistance with patients - 3 hrs per day 2 days per week. Will train.

Episodic for Classes

Semester-long Class Projects
Assistance with grant writing. Develop Public Relations presentation to present to potential donors.

Internships
Intern to develop a marketing package with our Director and Board President that could be used to raise funds from local businesses, foundations, and individual donors.
Organization: The Shreveport Bossier Affiliate of the Susan G. Komen for the Cure
Address: 960 Sheridan Avenue Suite B – P.O. Box 4269
City State: Shreveport, LA
Zip Code: 71134
Phone: 318-220-7050
Fax: 318-220-7060
Contact Person: Danielle Voumard, Executive Director
Email: Komen-executivedirector@hotmail.com
Website: www.komenshreveport-bossier.org

Internships Available Now
1. Administrative Assistant-Internship - Serves as administrative assistant to the Executive director. Assists in administrative support to the director. Volunteer (unpaid) position

2. Affiliate database coordinator – Assists in the process of building a database of breast cancer support services throughout our 10 parish service area. This project might consist of telephone calls to prospects, mail outs, to mailing list, etc to build the database

Episodic for Classes
1. Race for the Cure - Assist Committee Chair and other team members with conducting the Race with young children on Race Day.
2. Race for the Cure - Attaching mailing labels for mail out of individual Race applications. Other miscellaneous administrative needs supporting Race for the Cure. Also, distributing applications and posters to businesses throughout the Caddo/Bossier Parish in support of the Race. Must have transportation.
3. Race for the Cure - Stuffing T-Shirts and other info in to bags for pickup by Race participants. Assisting with Registration at various sites throughout the Caddo Bossier area, as defined by the Registration Chair. Must have transportation.

Semester-long Class Projects
Our Affiliate would like to start a Pledge Campaign after the Race for the Cure, which takes place on September 20th. If students have the knowledge and skill set to assist the day or evening. This project might consist of telephone calls to prospects, mail outs, to mailing list, etc.

Individual Volunteer Opportunities
Komen Race for the Cure - work with any of the appropriate committee chairs - 2-4 hours any of 7 days. Kids Race for the Cure - work with appropriate committee Chair and Team 2-4 days per week committee meetings and Race Day. Administrative Work to support mission - Appropriate Committee Chair and team - 2-4 hours any of 7 days.
Individual Volunteer Opportunities
1. Fundraising volunteer - Red River Revel  Oct. 7-14 2008 Schedule varies from 10:00 am - 9:00 pm  
2. Super Derby Volunteer Event – September 18, 2008

Episodic for Classes
1. Volunteer at Red River Revel  
2. Assistance with newsletter - prepare to mail including addressing, sealing, sorting, etc.  
3. Attend one of our injury prevention programs at local school; then write about the experience.

Semester-long Class Projects
1. Developing a public relations campaign on the dangers of drinking and driving, focusing especially on our local area.  
2. Developing/updating a website for Think First of the Ark-La-Tex.

Internships
Intern to create information flyers for public safety:  
A. Travel Safety  
B. Bicycle Information Book  
C. Seat Belts and How they Save lives. Requires computer skills, research and writing skills.
Organization  LSUHSC Language Center at the Mollie E. Webb Speech & Hearing Center
Address         3735 Blair Street
City State      Shreveport, LA
Zip Code        71103
Phone           318-632-2015
Fax             318-632-2003
Contact Person  Merrie Pendergrass
Email           mpende@lsuhsc.edu
Website

Individual Volunteer Opportunities
1. Teachers Aide - 3 hrs - (8:30am-11:30am) 3 days (MWF) Assist classroom teacher in small (8-11 children) preschool classroom for speech and language impaired children
2. Student Assistant in Toddler program - 2 hours a day (10:00am - 12:00pm) 2 days (TTH) Participation in play-based language intervention program for 2 year old-"late talkers"

Episodic for Classes

Semester-long Class Projects

Internships

*Lost their funding.
Individual Volunteer Opportunities
1. Resource Library Assistant - 8am-4:30pm flexible - M-F flexible - maintain resource library. Gain knowledge of resources available for people with disabilities to live independently.
2. Fundraising Assistant - 8am-4:30pm or possible after hours as needed - M-F some weekends as needed - assist with fundraising activities to gain knowledge of event management and fundraising activities in real world applications.
3. Grant writing and research - 8am-4:30pm flexible - M-F flexible - Grant writing and research to gain knowledge necessary to research grant opportunities, identify programmatic issues in identifying grant resources, and learn basic grant writing skills.

Individual Volunteer Opportunities
4. Assistance to independent living staff - 8-4:30 flexible - M-F flexible - Assist independent living staff and acquire knowledge of developing independent living plans, maintaining consumer specific and community relations, and providing direct services for people with disabilities.
5. Volunteer Coordinator – (8am – 4:30pm) – New Consumer Center