

Volunteer Opportunities Referral Matrix

Area of Volunteer Interest	Specific Opportunities include...	Specific Criteria...	Then Call...
Adolescents	<ul style="list-style-type: none"> Mentoring 	<ul style="list-style-type: none"> 18 yrs. and older 	Site: St. Martin de Porres Contact: Jeffrey English Phone: (216) 268-3909 Area: Glenville/Eastside Cleve.
Adolescents	<ul style="list-style-type: none"> Tutoring Monitors lunchroom Activities Interact with Female Adolescents 	<ul style="list-style-type: none"> 21 yrs. and older At least a High School Diploma Permanent volunteer must submit a criminal background 	Site: St. Philip Neri Family Ctr. Young Parent Program Contact: Phyllis Price Phone: (216) 391-4415 Area: Downtown Cleveland
Adolescents	<ul style="list-style-type: none"> Tutoring 	<ul style="list-style-type: none"> Bilingual Spanish/English 	Site: LaProvidencia Hispanic Ctr Contact: Ramonita Rodriguez-Johnson Phone: (216) 696-2197 Area: West side of Cleveland (This program will be moving to St. Philip Neri in June of 2009.)
Adolescents	<ul style="list-style-type: none"> Traditional Dances and Drumming 	<ul style="list-style-type: none"> Bilingual Spanish/English 	Site: LaProvidencia Hispanic Ctr Contact: Ramonita Rodriguez-Johnson Phone: (216) 696-2197 Area: West side of Cleveland
Adolescents/Children	<ul style="list-style-type: none"> Tutoring English as a Second Language (ESL) Acculturation/acclimation to transportation/hospitals/stores/services/customs, etc. 	<ul style="list-style-type: none"> 	Site: Migration & Refugee Svcs Contact: Sandra Ortegón Phone: (216) 939-3745 Area: Cleveland/Westside
Children	<ul style="list-style-type: none"> Recreation Tutor 	<ul style="list-style-type: none"> 18 yrs. and older 	Site: St. Martin de Porres Contact: Jeff English Phone: (216) 268-3909 Area: Glenville/Eastside Cleve.
Children	<ul style="list-style-type: none"> Participate in classroom activities 	<ul style="list-style-type: none"> 18 yrs. and older If ongoing volunteer, must have negative TB test and agree to criminal background check 	Site: Fatima Family Center Contact: Phone: (216) 391-0505 Area: Hough/Eastside Cleve.

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Children	<ul style="list-style-type: none"> Chaperone Mentoring Storytime Recreation Presenters corner info. 	<ul style="list-style-type: none"> 18 yrs. and older Work with 14 yrs. and up References 	Site: Fatima Family Center Contact: LaJean Ray Phone: (216) 391-0505 Area: Hough/Eastside Cleve.
Children	<ul style="list-style-type: none"> Tutoring Computer training 	<ul style="list-style-type: none"> Skills in Reading & Math Computer skills 	Site: Fatima Family Center Contact: LaJean Ray Phone: (216) 391-0505 Area: Hough/Eastside Cleve.
Children	<ul style="list-style-type: none"> Head Start Story reading Recreation Classroom activities 	<ul style="list-style-type: none"> 18 yrs. and older If ongoing volunteer, must have negative TB test & background check 	Site: CCSC/Head Start Contact: Michelle Curry Phone: (216) 334-2979 Area: East & Westside of Cleve.
Children	<ul style="list-style-type: none"> Daycare Story time Recreation 	<ul style="list-style-type: none"> 18 yrs. and older If ongoing volunteer, must have negative TB test and background check 	Site: DePaul Family Center Contact: Janet Lucha Phone: (216) 589-9750 Area: Downtown Cleveland
Children	<ul style="list-style-type: none"> GED tutoring Clerical work 	<ul style="list-style-type: none"> 21 yrs. and older If ongoing volunteer, must have negative TB test and agree to criminal background check 	Site: Parmadale Contact: Lynne Della Donna Phone: (440) 845-7700 Area: Parma
Children	<ul style="list-style-type: none"> Prevention Presentations 	<ul style="list-style-type: none"> 18 yrs. and older Training program 	Site: CCS-Medina County Contact: Michelle Kiptsful Phone: (330) 723-9615 Area: Medina
Children	<ul style="list-style-type: none"> Prevention Presentations 	<ul style="list-style-type: none"> 18 yrs. and older Training program 	Site: CCS-Ashland County Phone: (419) 289-1903 Area: Ashland
Clerical/Office Admin	<ul style="list-style-type: none"> Secretarial Answering phones Filing, etc. 		Site: St. Anthony Center Phone: (440) 943-7800 Area: Wickliffe area/Lake Co.
Clerical/Office Admin	<ul style="list-style-type: none"> Receptionist 	<ul style="list-style-type: none"> Good Phone Voice Available mornings, afternoons & weekends 	Site: St. Martin de Porres Contact: Carolyn Jones Phone: (216) 268-3909 Area: Glenville/Eastside Cleve.

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Clerical/Office Admin	<ul style="list-style-type: none"> Answer Phones 	<ul style="list-style-type: none"> Available Saturdays from 10:00 – 4:00 	Site: Fatima Family Center Contact: Wanda Small Phone: (216) 391-0505 Area: Hough/Eastside Cleve.
Clerical/Office Admin	<ul style="list-style-type: none"> Large System Mailings Mail Merges Stuffing envelopes 		Site: CCS-Disability Svcs. Contact: Marilyn Scott Phone: (216) 334-2963 Area: Westside of Cleveland
Clerical/Office Admin	<ul style="list-style-type: none"> Large System Mailings Mail Merges Stuffing envelopes 		Site: Parmadale Contact: Human Resources Dept. Phone: (440) 845-7700 Area: Parma
Clerical/Office Admin	<ul style="list-style-type: none"> Help with Data Entry and computer work General office Work 		Site: Brendan Manor Contact: Dianne Kalchert Phone: (216) 475-5230 Area: Garfield Hts/Cleveland
Clerical/Office Admin	<ul style="list-style-type: none"> Large System Mailings Mail Merges Stuffing envelopes 		Site: Catholic Charities Svcs Contact: Barb Alflen Phone: (440) 843-5501 Area: Parma
Clerical/Office Admin	<ul style="list-style-type: none"> Data entry into database 	<ul style="list-style-type: none"> 18 yrs. and older Computer Skills 	Site: Hispanic Senior Center Contact: Nilda Ramos Phone: (216) 939-3713 Area: West side of Cleveland
Clerical/Office Admin.	<ul style="list-style-type: none"> Filing/Clerical 	<ul style="list-style-type: none"> 	Site: CCS-Lorain County Contact: Kathleen Marsh Phone: (440) 366-1106 Area: Lorain County area
Clerical/Office Admin.	<ul style="list-style-type: none"> Receptionist/Clerical 	<ul style="list-style-type: none"> 	Site: CCS-Medina County Contact: Connie Shields Phone: (330) 723-9615 Area: Medina area
Disabilities	<ul style="list-style-type: none"> Assist at Weekend Retreats for adults with disabilities 	<ul style="list-style-type: none"> 21 yrs. and older Day and/or Overnight 	Site: Disability Services Contact: Marilyn Scott Phone: (216) 334-2963 Email: mjscott@clevelandcatholiccharities.org Area: Westside of Cleveland

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Disabilities	<ul style="list-style-type: none"> Assist with children/teens in swimming, field trips, feeding Arts & Crafts 	<ul style="list-style-type: none"> 18 yrs. and older 	Site: Rose-Mary Center Contact: Mary McMurray Phone: (216) 481-4823 Area: Euclid/Eastside of Cleve.
Disabilities	<ul style="list-style-type: none"> Assist with children at day camp 	<ul style="list-style-type: none"> 18 yrs. and older 	Site: Rose-Mary Center Contact: Mary McMurray Phone: (216) 481-4823 Area: Euclid/Eastside of Cleveland
Disabilities	<ul style="list-style-type: none"> Assist with adults on community outings/arts & crafts 	<ul style="list-style-type: none"> 21 yrs and older 	Site: Rose-Mary Center Contact: Mary McMurray Phone: (216) 481-4823 Area: Euclid/Eastside of Cleveland
Disabilities <ul style="list-style-type: none"> Camp Happiness 	<ul style="list-style-type: none"> Assist with children with disabilities at camp 	<ul style="list-style-type: none"> 18 yrs and older Months of June & July 	Site: Disability Services Contact: Marilyn Scott Phone: (216) 334-2963 Email: mjscott@clevelandcatholiccharities.org Area: Parma, Cleveland, Wickliffe, Lakewood
Disabilities	<ul style="list-style-type: none"> Assist at dances for adults with disabilities 	<ul style="list-style-type: none"> 16 yrs. and older 	Site: Disability Services Contact: Marilyn Scott Phone: (216) 334-2963 Area: Westside of Cleveland/Euclid
Disabilities/Special Events	<ul style="list-style-type: none"> Walk for Disabilities (Oct) Journey to Bethlehem (Dec) 	<ul style="list-style-type: none"> All Ages All ages 	Site: Disability Services Contact: Marilyn Scott Phone: (216) 334-2963 Email: mjscott@clevelandcatholiccharities.org Area: Westside of Cleveland
Families	<ul style="list-style-type: none"> Mentoring 	<ul style="list-style-type: none"> 18 yrs. and over 	Site: St. Martin de Porres Contact: Carolyn Jones Phone: (216) 268-3909 Area: Glenville/Eastside Cleve.
Families	<ul style="list-style-type: none"> Mentoring 	<ul style="list-style-type: none"> 21 yrs. and over 	Site: Fatima Family Center Contact: Phone: (216) 391-0505 Area: Hough/Eastside Cleve.

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Families	<ul style="list-style-type: none"> Variety of Opportunities 	<ul style="list-style-type: none"> 	Site: Faith House Contact: Kathleen Marsh Phone: (440) 366-1106 Area: Lorain County
Families	<ul style="list-style-type: none"> English as a Second Language (ESL) Acculturation/acclimating to transportation/hospitals/stores/services/customs, etc. 	<ul style="list-style-type: none"> 	Site: Migration & Refugee Services Contact: Sandra Ortegon Phone: (216) 939-3745 Area: Westside of Cleveland
Food/Hunger Centers	<ul style="list-style-type: none"> Set up for Meals Meal Preparation Cooking/Serving food Clean up after Meals 	<ul style="list-style-type: none"> High School age and older Groups of 5 individuals or more 	Site: Catholic Hunger and Shelter Network Contact: Nicole Evans Phone: (216) 781-8262 Area: Cuyahoga County
Food/Hunger Centers	<ul style="list-style-type: none"> Stocking Shelves Unloading Trucks Distributing Food 	<ul style="list-style-type: none"> Individuals who are available from 9:30 am to 1:00 pm, Mon thru Thurs 	Contact: Madeline Gustin Phone: (440) 953-8095 (Pantry) Area: Painesville (Lake Co.)
Food/Hunger Centers	<ul style="list-style-type: none"> Serving food Preparing Food Bags Unloading Truck 	<ul style="list-style-type: none"> Strong Good health 	Site: St. Martin de Porres Contact: Jeffrey English Phone: (216) 268-3909 Area: Glenville/Eastside Cleve.
Food/Hunger Centers	<ul style="list-style-type: none"> Serving food Preparing Food Bags Cooking 	<ul style="list-style-type: none"> 	Site: Catholic Charities Family Ctr Contact: David Boyce Phone: (440) 244-9915 Area: City of Lorain
Food/Hunger Centers	<ul style="list-style-type: none"> Preparing Food Serving Food Unloading Truck Talk and meet with general public 	<ul style="list-style-type: none"> Available Weds. at Noon 	Site: Catholic Social Services Contact: Volunteer Coordinator Phone: (330) 762-7481 Area: Akron/Summit County
Food/Hunger Centers	<ul style="list-style-type: none"> Serving food Cooking Preparing Food Bags Unloading Truck 	<ul style="list-style-type: none"> Available Tues. Evenings 	Site: Catholic Social Services St. John the Baptist Church Contact: Volunteer Coordinator Phone: (330) 762-7481 Area: Akron/Summit County
Food/Hunger	<ul style="list-style-type: none"> Prep food Deliver food 	<ul style="list-style-type: none"> 	Site: Special Ministry to the Aged Contact: Sr. Anna Kaszuba, SSMI Phone: (216) 441-5402 Area: Cleveland/Slavic Village

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Holiday/Seasonal	<ul style="list-style-type: none"> Prepare, serve & clean up holiday meals Sort & prepare food bags Assist with toy & gift sorting & distribution 	<ul style="list-style-type: none"> 18 yrs. and older Children if supervised by parent or responsible adult 	Site: CCS-Cosgrove Contact: Nicole Evans Phone: (216) 781-8262 Area: Downtown Cleveland
Holiday/Seasonal	<ul style="list-style-type: none"> Wrapping Christmas Gifts 		Site: Parmadale Contact: Lynn Della Donna Phone: (440) 845-7700 Area: Parma
Holiday/Seasonal	<ul style="list-style-type: none"> Delivering Holiday Meals Preparing Holiday Meals Serving Holiday Meals 		Site: St. Augustine Parish/Hunger Center Contact: Sr. Janet Kondrat Phone: (216) 781-5530 Area: West Side of Cleveland
Holiday/Seasonal	<ul style="list-style-type: none"> Gift Wrapping Food Sorting 		Site: Catholic Charities Family Ctr Contact: David Boyce Phone: (440) 244-9915 Area: City of Lorain
Holiday Services	<ul style="list-style-type: none"> Giving Tree Holiday baskets 	<ul style="list-style-type: none"> 	Site: Migration & Refugee Svcs Contact: Sandra Ortegon Phone: (216) 939-3745 Area: Cleveland/Westside
Hospice	<ul style="list-style-type: none"> Patient contact: visiting, reading, writing cards or letters; running errands Clerical/fund raising Candlelight Services Memorial Masses 	<ul style="list-style-type: none"> 18 yrs and older 	Site: Holy Family Home & Hospice Contact: Volunteer Coordinator Phone: (440) 866-6017 Area: Eastside/Westside locations
Hot Meal Program	<ul style="list-style-type: none"> Serving Meals EVERY WEDNESDAY 11 am – 1 pm 	<ul style="list-style-type: none"> 	Site: St. John's 640 North Main St. Contact: (330) 762-2961 Area: Akron
Hot Meal Program	<ul style="list-style-type: none"> Serving Meals EVERY TUESDAY 4 – 6:30 pm 	<ul style="list-style-type: none"> 	Site: St. John's 640 North Main St. Contact: (330) 762-2961 Area: Akron
Older Adults	<ul style="list-style-type: none"> Activity Aids 	<ul style="list-style-type: none"> 18 yrs. and older 	Site: St. Martin de Porres Contact: Patricia Page Phone: (216) 268-3909 Area: Glenville/Eastside Cleve.

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Older Adults	<ul style="list-style-type: none"> Program Assistant 	<ul style="list-style-type: none"> Ability to work with the elderly 	Site: St. Anthony Center Contact: Volunteer Coordinator Phone: (440) 943-7800 Area: Wickliffe area/Lake Co.
Older Adults	<ul style="list-style-type: none"> Drivers 	<ul style="list-style-type: none"> 18yrs and over Less than 4 pts on license Background check 	Site: St. Martin de Porres Contact: Patricia Page Phone: (216) 268-3909 Area: Glenville/Eastside Cleve.
Older Adults	<ul style="list-style-type: none"> Help with activities at the center 	<ul style="list-style-type: none"> Patient Able to work well with mental health issues in a group home setting 	Site: Brendan Manor Contact: Dianne Kalchert Phone: (216) 475-5230 Area: Garfield Hts Southeast Cleveland
Older Adult	<ul style="list-style-type: none"> Transportation * Clerical Crafts * Computer Games Friendly Visiting Gifts/Snack Shop Dining Room Day Care 	<ul style="list-style-type: none"> Willing to share time with Older Adults Willing to Spend time with Children (Day Care) 	Site: Jennings Center for Older Adults Contact: Volunteer Director Phone: (216) 581-2900 Area: Garfield Hts Southeast Cleveland
Older Adults	<ul style="list-style-type: none"> Computer Work Writing Letters Reading to Residents Playing Music for Residents (including piano playing) Other Opportunities 	<ul style="list-style-type: none"> 18 Yrs. and over Background Check Reliable 	Site: The Village at St. Edward Contact: Volunteer Coordinator Phone: (330) 666-1183 ext. 167 Area: Southeast Cleveland
Older Adult	<ul style="list-style-type: none"> Provide Musical Entertainment Arts & Crafts Chaperone Events 	<ul style="list-style-type: none"> 18 yrs. & over Background Check 	Site: Light of Hearts Villa Contact: Volunteer Coordinator Phone: (440) 232-1991 Area: Southeast Cleveland
Older Adults	<ul style="list-style-type: none"> Drivers for Meals on Wheels 	<ul style="list-style-type: none"> 18 Yrs. and older Reliable transportation Insurance Background Check 	Site: Broadway Golden Hours Contact: Mary Jo Zeller Phone: (216) 441-0111 Area: Slavic Village/Southeast Cleveland
Older Adults	<ul style="list-style-type: none"> Drivers for Meals on Wheels 	<ul style="list-style-type: none"> 18 Yrs. And older Reliable transportation Insurance Background Check 	Site: Westrose Mt. Carmel Contact: Peggy Rooney Phone: (216) 631-7717 Area: Detroit Shoreway Area

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Older Adults	<ul style="list-style-type: none"> • Activity Aids 	<ul style="list-style-type: none"> • 18 Yrs. and older 	Site: Westrose Mt. Carmel Contact: Peggy Rooney Phone: (216) 631-7717 Area: Detroit Shoreway Area Cleveland Westside
Older Adult	<ul style="list-style-type: none"> • Volunteer Secretary • *Answer Phones • *Take Messages • *Statistical Reports • *Compose letters & Thank you Notes 	<ul style="list-style-type: none"> • 21 yrs. and older • Computer literate • Microsoft Word/Excel • Pleasant phone voice • Be able to speak Polish (not required but helpful) 	Site: Special Ministry to the Aged Contact: Sr. CeAnn Sambor Phone: (216) 441-5402 Area: Slavic Village/Southeast Cleveland
Older Adults	<ul style="list-style-type: none"> • Gardening • Activity Assistance • Speakers Program • Friendly Visits • Music/Art • Clerical—data entry, filing, etc. • Eucharistic Ministry 	<ul style="list-style-type: none"> • 18 Yrs. and older 	Site: St. Augustine Manor Contact: Laura DeRose Phone: (216) 939-7668 Area: Westside of Cleveland
Older Adults	<ul style="list-style-type: none"> • Read to small groups • Assist residents on shopping trips • Assist at recreation parties • Friendly visitor • Share talents with residents • Speakers program • Gardening 	<ul style="list-style-type: none"> • 18 Yrs and older 	Site: St. Augustine Towers Contact: Laura DeRose Phone: (216) 939-7668 Area: West Side of Cleveland
Older Adults	<ul style="list-style-type: none"> • Food Service/Preparation • Serving meals • Cleaning 	<ul style="list-style-type: none"> • 60 yrs and older 	Site: Hispanic Senior Center Contact: Nilda Ramos Phone: (216) 939-3714 Area: West side of Cleveland
Older Adults	<ul style="list-style-type: none"> • Assisting at Adult Day Service Center 	<ul style="list-style-type: none"> • 	Site: CCS-Adult Day Service Ctr Contact: Volunteer Coordinator Phone: (440) 245-3275 Area: Lorain County

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Older Adults	<ul style="list-style-type: none"> • Computer work; mailings • Gardening • Reader at Library • Passing trays/water/talking 	<ul style="list-style-type: none"> • Computer literate • Desire to help • Pleasant Voice 	Site: Regina Health Center Contact: Volunteer Coordinator Phone: (330) 659-4161 Area: Richfield/Summit County
Older Adult	<ul style="list-style-type: none"> • Visitation • Escort 	<ul style="list-style-type: none"> • 	Site: Special Ministry to the Aged Contact: Sr. Anna Kaszuba, SSMI Phone: 216-441-5402 Area: Cleveland/Slavic Village
Older Adults/Disabled Group Home	<ul style="list-style-type: none"> • Fundraising • Board/Committee Work • Various opportunities 	<ul style="list-style-type: none"> • None 	Site: Brendan Manor Contact: Diane Kalchert Phone: (216) 475-5230 Area: Garfield Hts.Cleveland
Pro-life Issues	<ul style="list-style-type: none"> • Preparing Pro Life Office Quarterly Newsletter for mailing 	<ul style="list-style-type: none"> • Available for one morning or afternoon with only a 2-day notice, 4 times per year 	Site: Pro Life Office Contact: Peggy Gerovac Phone: (216) 334-2965 Area: Westside of Cleveland
Sewing	<ul style="list-style-type: none"> • Sewing Baby Blankets 	<ul style="list-style-type: none"> • Average age is above 55 yrs. old 	Site: Catholic Social Services Contact: Volunteer Coordinator Phone: (330) 762-7481 Area: Akron/Summit County

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MISCELLANEOUS VOLUNTEER OPPORTUNITIES				
Advisory Board		<ul style="list-style-type: none"> Interest in Social Services 	Site: Contact: Phone: Area:	CCS-Wayne County Anita Miller (330) 262-7836 Wooster, Ohio
Advocacy/Government	<ul style="list-style-type: none"> Write Letters Phone Calls 	<ul style="list-style-type: none"> 21 yrs and older 	Site: Contact: Phone: Area:	CCHHS Marian Heyink (216) 334-2906 All counties of Diocese
Annual Appeal/Fundraising	<ul style="list-style-type: none"> Phone Calls/Solicit Donors Parish rep/liaison for own parish Professional/Clerical Support Site visits Trustee Opportunities 	<ul style="list-style-type: none"> Flexible schedule 	Site: Contact: Phone: Area:	Catholic Diocese of Cleveland Foundation/or other Patrick Grace (216) 696-6525 ext. 5750 Downtown/In Your Parish
Office/Administration	<ul style="list-style-type: none"> Coordinate donations 	<ul style="list-style-type: none"> 	Site: Contact: Phone: Area:	Migration & Refugee Svcs Sandra Ortegon (216) 939-3745 Cleveland/Westside
Public Relations	<ul style="list-style-type: none"> Write News Releases Make Media Calls Special Projects 	<ul style="list-style-type: none"> Professional Public Relations Experience 	Site: Contact: Phone: Area:	CCHHS Marian Heyink (216) 334-2906 Westside of Cleveland
Trustee/Advisory	<ul style="list-style-type: none"> Varies 	<ul style="list-style-type: none"> Varies 	Site: Contact: Phone: Area:	Catholic Charities John Klee (216) 334-2959 Diocese of Cleveland

**FOR ADDITIONAL VOLUNTEER OPPORTUNITIES IN SUMMIT COUNTY, contact:
 CYO & Community Services at (330) 762-2921 or go to www.akroncyo.org for information regarding any of these areas.**