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December 22, 2010

Volunteer Opportunities

The following volunteer opportunities for individuals 18 years and older are published weekly in The Times Leader. To volunteer, or to have your organization listed, call the Volunteer Action Center at 829-6711 or visit www.unitedwaywb.org. Volunteer forms and news release forms can be obtained online. Interested volunteers may also access the network and search for volunteer opportunities in communities across the nation by visiting www.1-800-volunteer.org and entering a ZIP code.

Alzheimer's Association of NEPA, Wilkes-Barre

Volunteers: preside over a display table at area health fairs

Hours: weekdays and occasional weekends; hours vary; generally four hours

Volunteers: assemble packets of information, label brochures, and other office tasks

Hours: weekdays on an as-needed basis

American Cancer Society, Wilkes-Barre

Volunteers: for the "Road to Recovery" program. Drive cancer patients to and from treatments and/or doctor appointments using American Cancer Society vehicle.

Hours: weekdays 9 a.m.-noon; 1-4 p.m.

Requirements: valid driver's license

American Diabetes Association, Wilkes-Barre

Volunteers: assist staff with preparation for the Diabetes Walk at Kirby Park.

Volunteers: to work with staff to help coordinate team recruitment, entertainment, food and sponsorships.

Hours: meetings held Tuesday evenings.

American Heart Association, Wilkes-Barre

Volunteers: help office staff prepare various fundraisers and health fairs throughout the year

Hours: vary

Volunteers: answer phones and assists with mailings

Hours: flexible

American Lung Association, Wilkes-Barre

Volunteers: deliver walk event information to local businesses in Luzerne and Wyoming counties.

Hours: flexible

Volunteers: data entry on computer, assist staff and other volunteers with various fundraisers

Hours: various

American Red Cross, Fixed Donor Site, Hanover Township

Volunteers: greet and sign donors in and serve refreshments in the canteen

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Hours: various; day, evening and weekend hours

Requirements: training provided

Volunteers: label and prepare blood donation bags at blood drives

Hours: various; seven days a week

Requirements: FDA regulated training provided

Volunteers: schedule and serve refreshments to blood donors

Hours: various; seven days a week

Requirements: some training provided

Volunteers: assist blood donors to canteen

Hours: various; seven days a week

Volunteers: educate groups on preventing and preparing for disasters

Hours: various

Requirements: training provided. Public speaking experience a plus

Volunteers: assist with disaster response in the community

Hours: various

Requirements: specialized training provided

Volunteers: provide health services during a local disaster

Hours: various

Requirements: must have a current certification/license (CNA, LPN, RN, EMT) along with the specialized training that is provided

Volunteers: register with the National Disaster Response System to respond to national disaster

Hours: various; flexible

Requirements: must be willing to travel; specialized training is provided

Volunteers: provide mental health counseling to disaster victims

Hours: various

Requirements: must have current certification/licenses and specialized training that will be provided

Volunteers: man tables at health fairs and other public awareness events

Hours: various

Requirements: training provided

Volunteers: teach pet first aid

Hours: various

Requirements: specialized training is required

Volunteers: assist various departments with office support such as mailings and filing

Hours: Monday through Friday 8 a.m.-4 p.m. (flexible)

Volunteers: teach first aid and CPR/AED

Hours: various; flexible

Requirements: specialized training is provided

Volunteers: teach babysitting techniques

Hours: various

Requirements: specialized training is provided

Volunteers: aid this grant-funded department in researching and writing grant proposals

Hours: various



Recent Activity



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Requirements: computer, research, and excellent writing skills

Volunteers: assist with special events and programs

Hours: various

Requirements: enjoy working in a team

Volunteers: assist the department with special events and programs

Hours: various

Requirements: specialized training is provided

Volunteers: help to sort and distribute donated materials

Hours: various

Volunteers: assist with fundraising campaigns

Hours: various

Requirements: enjoy working with a team

Volunteers: solicit donations for the chapter

Hours: various

Requirements: excellent phone and people skills

Volunteers: assist with the coordination of special events

Hours: various

Requirements: enjoy working with a team

Volunteers: for ages 14-18; join other youth from the community to present programs including blood drives, special events, etc., and learn about the Red Cross

Hours: various; meetings held 6:15-7 p.m. the first and third Monday

Requirements: creativity

Volunteers: are responsible for particular community blood drives. Includes volunteer staffing, canteen supplies and in-kind donations

Hours: various, seven days a week

Requirements: training will be provided

Back Mountain Memorial Library, Dallas

Volunteers: assist with annual auction held each July

Hours: meetings held the last Thursday of the month

Big Brothers/Big Sisters, Wilkes-Barre

Volunteers: spend one to three hours per week, one-on-one, in a mentoring relationship with a child

Hours: flexible

Requirements: all mentors are screened, trained and supervised by caseworkers. Volunteers must be at least 16 years of age and a junior in high school

B'nai B'rith Apartments, Wilkes-Barre

Volunteers: assist visually-impaired residents with shopping

Hours: weekdays between 9 a.m. and 5 p.m.

Volunteers: present programs to residents concerning wellness, educational topics or current events

Hours: flexible

Boys & Girls Clubs of NEPA, Exeter

Volunteers: work with club members via the Power Hour After-School Homework Help and Tutoring Program. Assist children in completing assignments; provide additional help with math, reading, spelling and computers. Site locations in Exeter, Glen Lyon, Plymouth and Fairview Township. May need volunteers to do dinner set-up and clean-up at sites

Hours: weekdays 2:30-6 p.m.

Requirements: knowledge in the above mentioned subjects. High school, college students,

parents and retired individuals needed

Boy Scouts of America, NEPA Council

Volunteers: to run Scouting programs for youth in communities across Wyoming Valley

Hours: vary weekends, weekdays and evenings

Volunteers: receptionist/clerical help answering phones, filing, mail preparation, etc.

Hours: 8:30 a.m.-5 p.m. Monday through Friday

Volunteers: maintenance help at Camp Acahela for individuals with trade skills such as plumbing, carpentry, electrical, etc.

Hours: vary

Requirements: good attitude and physically able for camps

Candy's Place, Forty Fort

Volunteers: organizing files, copying and basic word documentation. Excel and Microsoft Office skills a plus. Run errands

Hours: flexible

Requirements: good organizational, clerical and people skills. Will train

Volunteers: general office cleaning

Hours: flexible

Requirements: likes to clean and take pride in work.

Catherine McAuley House, Plymouth

Volunteers: receptionist to answer phones and door and assist guests as needed

Hours: vary

Requirements: orientation and training provided

Commission on Economic Opportunity, Wilkes-Barre

Volunteers: assist with setup, serving and clean-up of dinner at an after-school program for children in kindergarten through sixth grade

Hours: flexible; 3:30-5:30 p.m. school days

Volunteers: assist elderly and handicapped individuals with household repairs, the construction of wheelchair ramps and home modifications

Hours: days; times and locations vary according to volunteer availability

Requirements: volunteers will work with CEO construction professionals to complete various jobs

Volunteers: individuals needed to assist with sorting donated food, labeling of products, filling orders for area agencies, loading vehicles and general warehouse maintenance

Hours: Monday through Friday 8 a.m.-4 p.m.

Volunteers: assist with food pantry set-up; welcoming, registering and directing clients

Hours: Monday and Wednesday 1-4 p.m.; Friday 9 a.m.-noon

Volunteers: to assist elderly individuals move

Hours: vary

Requirements: must have access to a truck or van and have the ability to lift heavy items

Volunteers: needed at the Wilkes-Barre office to assist with the preparation of meal bags and weekly food delivery routes

Hours: Monday through Friday 8 a.m.-5 p.m.

Volunteers: pack boxes of supplemental food for low income seniors

Hours: 9 a.m.-noon Saturday

Requirements: light lifting

Volunteers: prepare taxes online for low income individuals through the VITA Program

Hours: Monday (Wilkes-Barre), Tuesday (Hazleton), Wednesday (Tunkhannock) 10 a.m.-2 p.m.

Requirements: must complete online training and pass a test

Community Counseling Services, Wilkes-Barre and Tunkhannock

Volunteers: provide one-to-one supportive counseling to senior citizens who are confined to their homes or are uncomfortable in a traditional mental health setting

Hours: three-hours per week

Requirements: must be 55 years of age and have a driver's license; 50 hours of specialized training provided

Consumer Credit Counseling, Pittston

Volunteers: grading of tests and date entry

Hours: flexible

Requirements: computer skills with proficiency in Excel

Cori's Place, Luzerne

Volunteers: assist clients at lunch time. Provide assistance to clients learning life skills and vocational skills

Hours: weekdays 9 a.m.-3 p.m.

Requirements: signed confidentiality statement, criminal record clearance cost covered by agency, CPR-First Aid

Cultural Council of Luzerne County, Wilkes-Barre

Volunteers: general office assignments; assist staff hanging artwork and occasional deliveries

Hours: Tuesday and Thursday 9 a.m.-noon

Requirements: computer skills helpful and use of car to make deliveries helpful

Duryea Public Library

Volunteers: check books in and out of library

Hours: 6:30-8:30 p.m.

Eastern Pennsylvania Coalition for Abandoned Mine Reclamation, Ashley

Volunteers: assist in cleaning up an abandoned mine where illegal dumping has occurred.

Hours: spring and summer

Sites: Wilkes-Barre -- High Street/Pennsylvania Avenue; Exeter -- Hicks Creek Stream-side; Plymouth Township -- Avondale Hill/Susquehanna Warrior Trail, Curry Hill, Canal Street

Eckley Miners' Village, Foster Township

Volunteers: tour guides for school groups and adult groups; assist with special events and educational programs; historic house guide; assist with arts and crafts projects; information desk helper and greeter

Volunteers: historical interpreter stationed in a historic building

Volunteers: living history volunteer in period costume interpreting the village's history

Hours: flexible weekdays and weekends 10 a.m.-5 p.m.

Requirements: an interest in local history. Must enjoy working with the public and children

Emergency Homeless Women's Shelter, Wilkes-Barre

Volunteers: two women or a married couple (two volunteers each night) to supervise the homeless women's shelter

Hours: weekdays and weekends 7 p.m.-7 a.m. Shelter is open Oct. 1 to April 30

Requirements: orientation provided with trained volunteer or coordinator

Erwine Home Health & Hospice, Inc.,

Kingston

Volunteers: basic office and clerical work. Visit patients and relieving caretakers for short periods

Hours: weekdays; flexible

Requirements: orientation provided for home health and hospice activities

Fallen Officers Remembered, Wilkes-Barre

Volunteers: assist with fundraising; help build floats for parades, work on grant applications and technical assistance with website

Hours: flexible

Requirements: fundraising experience preferred. Will provide instruction on grant writing

Family Service Association, Wilkes-Barre

Volunteers: guardianship volunteer to provide direct contact necessary to monitor client's physical, emotional and mental well-being. Will act as liaison between client in nursing home and Family Service Association

Hours: weekdays, weekends and evenings (minimum of one hour) when volunteer is available

Requirements: training sessions are provided along with continuous support and encouragement. Includes on-the-job and site training

Volunteers: assist with duties that include filing, photocopying, answering phones and mailings

Hours: one day per week, two to three hours; days are flexible

Requirements: must be able to climb steps

Forty Fort Shade Tree Commission, Forty Fort

Volunteers: yard work at the memorial site off of the Cross Valley at the corner of River Street and Rutter Avenue

Hours: at volunteers' convenience

Geisinger Wyoming Valley Medical Center, Plains Township

Volunteer: assist customers in Gift Shoppe

Hours: Tuesday, Thursday or Friday 5-8 p.m.

Requirements: training provided

Volunteers: Emergency Department

Hours: 11 a.m.-11 p.m. weekdays and weekends

Requirements: training provided

Girl Scouts in the Heart of Pennsylvania

Volunteers: provide leadership for Girl Scout Troops that are forming in Wilkes-Barre and surrounding areas

Volunteers: communications; fund development and cookie sales assistance

Hours: vary according to program

Requirements: volunteer training held several times a year. Conversational Spanish skills are helpful. Orientation provided

Golden Living – East Mountain, Wilkes-Barre

Volunteers: transport residents to and from activities. Visit residents and discuss topics of interest

Hours: weekdays; flexible

Requirements: training will be provided

Goodwill GoodGuides – Scranton

Volunteers: mentors who are of strong moral character, dependable, like adolescents, and are willing to commit at least one year to helping a young person or group of young people uncover and develop similar characteristics. GoodGuides■ mentors are good listeners, encouraging, supportive, flexible, patient, tolerant, and respectful of individual differences.

Hours: flexible

Requirements: minimum age 15

Greenhouse – Wilkes-Barre

Volunteers: teach basic literacy skills and GED

Hours: Monday, Wednesday and Friday 1-3 p.m.

Requirements: tutoring and teaching experience preferred

Greater Wilkes-Barre Association for the Blind

Volunteers: assist with vision screening at local preschools and elementary schools

Hours: 9 a.m.-3 p.m.; days vary

Requirements: must enjoy working with small children and parents

Volunteers: drivers to help with grocery shopping, doctors' appointments, assist with association activities, and other tasks

Hours: vary

Requirements: valid driver's license and vehicle required. Reimbursement is available

Greater Pittston YMCA

Volunteers: general monitoring of facility use and night cleaning duties

Hours: Monday through Friday 6-9 p.m.

Requirements: criminal/child abuse background check; CPR/first aid certification

Hearthland Home Health Care & Hospice, Pittston

Volunteers: clerical assistance needed in Pittston office

Hours: weekdays; vary. Office hours are 8 a.m.-4:30 p.m.

Requirements: training provided.

Volunteers: hospice family support. Visit hospice patients and help caregivers in their homes, personal care homes or nursing centers by reading to patients, writing letters or just visiting to give families free time.

Hours: flexible

Requirements: educational training is provided by staff. Volunteers must be at least 18 years of age.

HCR Manorcare, Kingston

Volunteers: visit with elderly residents for conversation, play cards, checkers, take for a walk. Assist with transportation, and small projects.

Hours: weekends and weekdays 9 a.m.-9 p.m.

Requirements: criminal background check, reference check, tuberculosis testing

Heritage House, Wilkes-Barre

Volunteers: transport residents to activities on and off campus

Hours: vary

Requirements: training provided

Volunteers: coffee hostess; serve coffee, donuts and read newspaper to residents

Hours: Saturday and Sunday 9:30-11:30 a.m.

Volunteers: play cards, chess, checkers with small groups

Hours: vary

Volunteers: assist staff with various activities such as crafts, exercise and socials

Requirements: training provided

Hospice Community Care, Kingston

Volunteers: certified pet therapy dogs and their owners would visit patients in the in-patient unit, nursing homes and patients' homes.

Hours: flexible weekdays, weekends, morning, afternoon and evening

Requirements: dogs must be certified canine good citizens

Volunteers: assist office staff with filing and copying

Hours: flexible; Monday through Friday

Volunteers: provide assistance to staff and patients in the In-Patient Unit at Geisinger South Wilkes-Barre, in various nursing home, or patients' homes.

Hours: flexible

Requirements: hospice training and orientation will be provided specific to the volunteers' area of interest

Hospice Care of the Visiting Nurse Association, Edwardsville

Volunteers: Provide a variety of supportive services to Hospice's patients, families and staff, including clerical work, respite care and special projects

Hours: flexible

Requirements: must be at least 18 years of age; volunteer will receive ongoing support and training

Hospice of the Sacred Heart, Wilkes-Barre Township

Volunteers: clerical work such as filing, shredding documents and assisting with mailings

Hours: anytime between 7:30 a.m.-4 p.m.

Requirements: will provide necessary training. Clerical background helpful

Volunteers: visit patients and their families in their homes or long-term care or assisted-living facilities

Hours: vary

Requirements: two-hour training provided. Drug test required with cost covered by agency

Hoyt Library, Kingston

Volunteers: shelving books, cleaning materials and various collection activities

Hours: flexible

Huber Breaker Preservation Society, Ashley

Volunteer: clean-up and landscaping work on a 3-5 acre lot in front of Huber Breaker

Hours: vary

Requirements: own landscaping equipment such as weed-trimmer, rake and saws

Jewish Community Center, Wilkes-Barre

Volunteers: answering phone and occasional typing

Hours: weekdays 9 a.m.-5 p.m.; weekends 9 a.m.-2 p.m.

Volunteers: assisting staff with painting, raking and other chores

Hours: weekdays 8 a.m.-4 p.m.; evenings 4-8 p.m.

Jewish Family Service, Wilkes-Barre

Volunteers: deliver meals to the homebound

Hours: weekdays as needed

Volunteers: "Mitzvah in Motion" transport to necessary appointments, shopping and errands

Hours: as needed

Requirements: reliable car and insurance

John Heinz Institute, Wilkes-Barre

Volunteers: assist at the reception desk directing visitors, delivering flowers and cards to patients

Hours: as needed

Requirements: ability to work on your own, communicate easily with people and ability to keep information confidential

Junior Achievement, Luzerne County

Volunteers: teach an economic-based program in area schools

Hours: during school hours

Requirements: training and materials provided

Volunteers: present programs to area schools in grades kindergarten through 12th

Hours: one hour per week for five weeks

Requirements: training will be provided

Kingston Commons, Kingston

Volunteers: play games, comfort and visit residents; transport to activities; assist with scheduled outings and visiting patients

Hours: weekdays 9-11:30 a.m.; 1:30-4 p.m.; weekends 9 a.m.-noon; 1:30-4 p.m.; evenings 6-8 p.m.

Requirements: on-the-job instructions will be provided

Kirby Family House (Salvation Army), Wilkes-Barre

Volunteers: babysitting for children ages 3 months to 10 years while parents participate in group classes

Hours: vary

Volunteers: assist children with structured activities

Hours: Thursdays 6-8 p.m.

Requirements: must work well with children. Must obtain a child abuse clearance and criminal record report. Cost will be paid for by agency with an extended work commitment

Volunteers: assist resident adviser with day-to-day operations; cleaning, phones, reception duties and lunch preparation

Hours: weekdays 9 a.m.-6 p.m.; weekends 11 a.m.-6 p.m.

Little Flower Manor, Wilkes-Barre

Volunteers: transport residents to and from beauty shop appointments

Hours: weekdays 9 a.m.-3 p.m.

Volunteers: assist in gift shop

Volunteers: assist clerical staff

Volunteers: assist receptionist

Hours: weekdays and weekends

The Little Theatre of Wilkes-Barre

Volunteers: assistance needed prior to productions five to six times a year for set construction, facility clean-up, lot work and general organization

Hours: vary

Luzerne County Community College, Nanticoke

Volunteers: assist certified instructors of the Adult Learners' Training and Assistance Program in working with adult learners in one-on-one or small group settings in GED, English as a Second Language, basic skills or in family literacy instructional sessions

Hours: vary according to site; weekdays 8:30 a.m.-noon and noon-6 p.m.; 5:30-9:15 p.m.

Requirements: high school diploma

Luzerne Conservation District, Shavertown

Volunteers: volunteers needed to assist with community-wide abandoned mine land and/or stream-side clean-ups as well as beautification projects and/or stream-side plantings

Hours: vary

The Luzerne Foundation, Luzerne

Volunteers: database entry, varied clerical assignments. Assist with public relations and special community events

Hours: weekdays; flexible

Make-A-Wish of NEPA, Wilkes-Barre

Volunteers: Wish Team member. Meet with wish families to help plan child's wish; fundraising; attend events, help plan fundraising activities

Hours: vary

Requirements: background check will be completed by PA State Police.

March of Dimes, Wilkes-Barre

Volunteers: general office work, event planning, and community development

Hours: vary

Requirement: training will be provided

Marian Sutherland Kirby Library, Mountain Top

Volunteers: check materials in and out using automated, computerized system. Reshelf materials, answer phones, assist patrons to look for materials and clerical work

Hours: flexible Saturdays, weekdays and evenings

Requirements: on-the-job training. Basic knowledge of computer and filing skills is helpful

McGlynn Learning Center, Wilkes-Barre

Volunteers: assist in tutoring with math, reading, and/or computers for elementary school children

Hours: summer only 9 a.m.-noon

Meadows Nursing Center, Dallas

Volunteers: reception desk attendant to answer phones, greet visitors and varied clerical duties

Hours: varied days and hours as needed

Requirements: orientation and training provided. Tuberculosis screening and background check is needed (no cost to the volunteer)

Volunteers: assist the Activity Department with various activities with residents that are visual or hearing impaired. Play games, do manicures, visit residents and escort to various activities

Volunteers: escort help needed for the Physical Therapy Department

Hours: various hours throughout the week

Requirements: orientation provided

Meals on Wheels of Wyoming Valley, Kingston

Volunteers: drive and/or deliver hot meals to the elderly. Food is picked up in Kingston

Hours: weekdays 10 a.m.-noon

Requirements: valid PA driver's license, and automobile insurance. Drivers are asked to use their car; runner must be capable of walking a flight of stairs

Meals on Wheels of Greater Pittston

Volunteers: driver or deliver (volunteers work in pairs) meals one day per week

Hours: weekdays 8:30-10:30 a.m.

Requirements: valid PA driver's license, and automobile insurance. Drivers are asked to use their car

Mercy Center Nursing Unit, Dallas

Volunteers: assist the Activities Department with various activities, transporting patients, visiting residents and helping with parties and special events

Hours: various hours during the week

Requirements: orientation provided

Northeast Pennsylvania Philharmonic, Avoca

Volunteers: distribute posters advertising upcoming events in stores, libraries, colleges, and everywhere possible

Hours: flexible

Osterhout Free Library, Wilkes-Barre

Volunteers: shelving books, assisting at circulation desk and clerical duties

Hours: Monday through Thursday 8:30 a.m.-8:30 p.m.; Friday and Saturday 8:30 a.m.-5 p.m.

Requirements: computer skills helpful

Pittston Manor, Pittston

Volunteers: assist residents with scheduled activities

Hours: flexible

Requirements: CPR or first aid appreciated, but not required

Pleasure of Your Company Therapy Dogs, Inc., Wilkes-Barre

Volunteers: dogs and owner can become a registered therapy dog team to visit nursing homes, schools and other facilities to offer comfort and companionship.

Hours: flexible

Volunteers: dogs and owners to become a registered therapy dog team to work with children to improve their reading skills

Hours: work one-on-one with children in libraries once a month or one day a week

Requirements: teams are evaluated for temperament and obedience

Plymouth Township Planning Committee, Plymouth

Volunteers: roadside and forest cleanup/beautification project along Jesse Road in Plymouth Township in the Coal Creek Watershed (gloves provided)

Hours: 9 a.m.-noon; days vary

Project Donating Joy, Trucksville

Volunteers: assist with making handmade quilts for seriously ill and/or traumatized children in the community.

Hours: Monday, 9:30 a.m.-noon; Thursday, 6:30-8:30 p.m.

Requirements: beginners will be taught the basics of quilting. All tools and supplies provided.

Project Remain, Wilkes-Barre

Volunteers: visiting elderly residents at high-rise buildings to provide personal assistance as needed

Hours: weekdays; may set own schedule

Radio Home Visitor, Wilkes-Barre

Volunteers: read newspaper on tape for the blind for later broadcast

Hours: weekdays 10 a.m.-4 p.m.

RSVP (Retired Senior Volunteer Program), Wilkes-Barre

Volunteers: must be 55 years or older

Volunteers: Medicare fraud outreach speakers and scheduler needed

Hours: weekdays morning and afternoon

Requirements: training provided

Volunteers: clerical assistance

Hours: weekdays morning and afternoon; flexible hours

Volunteers: clothing distribution worker to assist in sorting and distributing clothing

Hours: Monday to Thursday, afternoon and evening; flexible hours

Volunteers: disaster educator to present disaster preparedness information to seniors

Hours: Monday, Tuesday, Thursday, Friday

morning and afternoon; flexible hours

Volunteers: driver to transport elderly residents with advance notice on non-emergency errands; reimbursement is available

Hours: Monday morning, afternoon, evening; flexible hours

Volunteers: ESL tutor to reinforce lessons taught by instructor

Hours: weekday mornings

Volunteers: read books to preschoolers (ages 3 to 5) at various locations

Hours: weekdays 10-11 a.m.; 1-2 p.m.

Volunteers: tour guide at cultural museums and historical landmarks. Tour guides and information desk help is needed. Training provided.

Hours: Monday-Friday morning and afternoon; flexible hours

Requirements: walking, standing and customer service

Volunteers: tutor reading

Hours: Monday only; 9:30 a.m.-2:30 p.m.

Volunteers: tutor/educational aide for reading and math in elementary schools in Luzerne and Wyoming counties. Volunteers work one-on-one or with small groups

Hours: Monday and Friday; flexible hours

Requirements: background check

Volunteers: VITA tax scheduler to take calls for tax appointments. Inbound and outbound calling

Hours: Monday and Friday; flexible hours

Volunteers: water tester to assist organizations

Hours: Monday-Sunday, afternoon and evening; flexible hours

Riverside Adult Day Care, Plains Township

Volunteers: assist with lunch and craft activities. Helping to entertain clients with music, sing-a-longs, story telling or bible sessions

Hours: weekdays 9 a.m.-2 p.m.

Riverstreet Manor Nursing Home, Wilkes-Barre

Volunteers: transport residents in wheelchairs to and from recreational activities. Visiting with residents, deliver mail and assisting with bingo

Hours: weekends and weekdays between 9 a.m. and 4 p.m.

Requirements: orientation provided

SAFE Inc. (Supporting Autism and Families Everywhere) – Wilkes-Barre

Volunteers: assist office staff with answering phones, filing, typing and monthly newsletter

Hours: weekdays and evening; flexible

Requirements: willingness to work with special needs children and their families

St. Luke Village, Hazleton

Volunteers: assist in activities such as games, transport residents to activities, assist in gift shop, and distribute ice water to residents. Assist residents on trips to malls, picnics, and more.

Hours: personal schedules are always accommodated

Requirements: orientation is provided to all new volunteers.

St. Vincent de Paul Kitchen, Wilkes-Barre

Volunteers: help prepare, serve and clean-up a dinner meal

Hours: 4-7 p.m. Tuesday, Wednesday and Thursday; and daily from 9:30 a.m.-1:30 p.m. The need for help is greatest on the weekend.

Volunteers: clothing room; fold and put out used clothing

Hours: 9-11 a.m. Monday, Wednesday and Friday

Volunteers: assist clients in filling out applications. Keep files in order, pack bags, and distribute food

Hours: weekdays; 9-11 a.m. Tuesday and Thursdays; 5-6 p.m. Monday.

Requirements: instructions provided

SCORE, Counselors to America's Small Businesses, Wilkes-Barre

Volunteers: workshop director; learn from current workshop director, coordinate workshops, make business skills presentations

Hours: weekdays; flexible

Requirements: business experience, communication skills; outgoing personality

Volunteers: counselors; meet, advise and mentor small business owners

Hours: weekdays; flexible

Requirements: business background in any field; strong leadership qualities

Volunteers: web master; maintain and update website, teach basic computer skills to business clients

Hours: weekdays; flexible

Requirements: strong technical skills

SPCA of Luzerne County, Inc., Plains Township

Volunteers: kennel cleaning; general office cleaning; cemetery maintenance; animal grooming; wash emergency vehicles; registration at rabies clinics; painting and help as needed for fundraising events

Hours: weekends 8 a.m.-3 p.m.; weekdays 8 a.m.-3 p.m.; 5-7 p.m.

Requirements: staff will assist with instructions

Summit Healthcare Center, Wilkes-Barre

Volunteers: assist with patient activities

Hours: 6:30-8:30 p.m. Monday and Wednesday only

Requirements: ability to push a wheelchair, good personality with the elderly

Swetland Homestead, Wyoming

Volunteers: tour guides for historical home. Help arrange children's programs

Hours: weekends noon-4 p.m.

Requirements: training will be provided

United Rehabilitation Services, Wilkes-Barre

Volunteers: assist a committee in current fundraising activities and events throughout the year

Hours: weekdays 3-4 p.m.

United Way of Wyoming Valley, Wilkes-Barre

Volunteers: willingness to translate for Latino individuals at various agencies.

Hours: volunteers will be contacted on an as-needed basis; name will be placed in a database

Requirements: must be fluent in Spanish and comfortable translating face to face.

Volunteers: join one of five panels that review programs at participating organizations who apply for United Way funding.

Hours: Monday to Friday; times vary with each panel; approximately 30 hours per year from fall to early spring

Requirements: training provided

Volunteers: tax preparers work one-on-one with customers Feb. 1 through April 15 using intake forms and computer software to electronically file tax returns and help working families receive all eligible tax refunds and credits.

Hours: flexible

Requirements: tax law experience not necessary. Basic computer literacy, attention to detail, and customer service skills needed. Training will be required for new and returning volunteers.

Valley Crest Adult Day Care, Wilkes-Barre

Volunteers: entertainers such as singers, dancers, choral groups, drama and comedy performances of interest to residents

Hours: 10 a.m.-2 p.m. weekdays

Requirements: need not be professional; open to community groups, seniors, children, students and clubs

Volunteers: Community Guest Program needs individuals and groups to demonstrate, share or discuss hobbies or interests.

Hours: 10 a.m.-2 p.m. weekdays

Requirements: need not be professional; open to individuals, seniors, hobby groups and collectors

Victims Resource Center, Wilkes-Barre

Volunteers: answer phones, assign calls, greet walk-ins as back-up for regular receptionist

Hours: 8:30 a.m.-4:40 p.m. when needed Monday through Friday

Requirements: must be good with people, be flexible with day time hours, and complete extensive day-time training

Visiting Nurse Association, Edwardsville

Volunteers: office work such as mailings. Transport patients and families for doctor visits and food shopping. In-home respite for families. Assistance at the Inpatient Unit with activity planning, visiting patients and clerical work. Telephone bereavement contacts

Hours: flexible

Requirements: an orientation program is provided Good interpersonal skills are needed

Volunteers: in-hospital service volunteer; transport patients by wheelchair when discharged; sort and deliver patient mail; light computer duties; deliver flowers and package

Hours: 10 a.m.-1 p.m.; 1-4 p.m. weekdays

Requirements: on-the-job training will be provided

Volunteers of America, Wilkes-Barre

Volunteers: Help process donations; sort and hang clothing; stock shelves at thrift store.

Hours: 9 a.m.-8 p.m. Monday-Friday; 9 a.m.-6 p.m. Saturday; noon-5 p.m. Sunday

Volunteers: assist in the pregnancy counseling program; pantry; clerical functions; delivery of pantry items; support fragile families.

Hours: 8 a.m.-4 p.m. Monday-Friday

Requirements: criminal background check and confidentiality agreement are required

West Pittston Library, West Pittston

Volunteers: assistance with website and data input

Hours: flexible

Requirements: computer literate person requiring minimum supervision

West Side Food Pantry, Kingston

Volunteers: answer telephone and take, pack and hand out orders; help with deliveries

Hours: 1-3 p.m. Monday and Thursday to take orders; 9-11:30 a.m. Tuesday and Friday, pack and hand out orders once a month; help with deliveries

Requirements: onsite instruction; volunteers commit two to three hours a month

Wyoming Valley Aids Council/Linc – One Buddy Program

Volunteer: volunteers work together to satisfy and assist HIV infected clients. Various positions available such as phone, e-mail, transportation or social buddies needed

Hours: flexible; arranged by the volunteer and the client

Requirements: 3-hour training is provided

Wyoming Valley Habitat For Humanity

Volunteers: construction site worker for construction work. Experience in home building, small construction projects and basic remodeling helpful. Also anyone in a specialized field such as plumbing, electrical, masonry, etc.

Hours: Wednesdays 9 a.m.-2 p.m.; Saturdays 9 a.m.-2 p.m. Subject to availability

Volunteers: lunch providers. Individuals or groups to make and provide lunches to volunteer workers

Hours: Saturdays 11:45 a.m. Have lunch at job site

Volunteers: retail sales assistant to assist with running of small retail store. Duties include sales, showroom and warehouse maintenance.

Hours: Tuesdays, Thursdays, and Fridays 10 a.m.-6 p.m.; Saturday 9 a.m.-5 p.m.

Requirements: training provided. Knowledge of retail and building supplies and home repair helpful.

Wyoming Valley Health Care System, Wilkes-Barre

Volunteers: information desk assistant; assist all visitors with directional and patient information

Hours: weekdays 9 a.m.-noon; noon-3 p.m.

Requirements: on-the-job training and instructions provided

Volunteers: in-hospital service volunteer; transport patients by wheelchair or discharges. Sort and deliver patient mail; light computer duties; deliver flowers and packages

Hours: weekdays 10 a.m.-1 p.m.; 1-4 p.m.

Requirements: on-the-job training and instructions provided

Volunteers: help maintain the library, complete clerical duties as assigned and maintain the fiction section

Hours: 8-11 a.m.; 11 a.m.-2 p.m. weekdays and weekends

Requirements: on-the-job training and instructions provide

Volunteers: take the hospitality cart to patients' rooms, sell items from the cart

Hours: 10 a.m.-1 p.m. weekdays and weekends

Requirements: on-the-job training will be provided

Volunteers: Gift Shoppe cashier

Hours: weekdays and weekends 9 a.m.-12:30 p.m.; 12:30-4 p.m.

Requirements: on-the-job training provided

WVIA (Public Television), Pittston

Volunteers: answer phones and take pledges for various fundraisers

Hours: flexible

Requirements: training provided

Volunteers: assist membership campaigns, auctions and special events doing clerical work, mailings and other parts of daily operations

Hours: daytime, evenings and weekends hours available

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