Private, county and city volunteer
opportunities in the Arcadia area

Revised June 2014

Volunteer Opportunities

HELPING HANDS

Please note: There are many organizations that do wonderful work in the community by seeking donations and providing much-needed monetary assistance. These groups may only require volunteer help on occasion. The organizations selected to be represented in this brochure have an ongoing need for volunteer assistance throughout the year.

Reading to seniors
Preparing bags of food
Comforting patients
Answering phones
Organizing clothes
Being a docent
Walking dogs
Cleaning trails
Fundraising
and more

HELPING HANDS
Volunteer Opportunities

Private, county and city volunteer
opportunities in the Arcadia area

Revised June 2014
Volunteerism is, by definition, devoting oneself to an organization or cause and selflessly donating time and effort to achieving the goal of that organization; working toward the greater good of the community through service.

Arcadia is known as the community of homes, but when we look at the wonderful residents that live in Arcadia, we realize that it is the people of Arcadia that truly make it a great place to live. Arcadians have a long history of volunteerism and continue to share that generous spirit every day.

In this brochure we hope that you and your family will discover some of the many organizations in the area that could use extra help with everything from office work to clearing hiking paths to running fundraisers and more. Even if you can only donate an hour, every bit of help that you are able to offer an organization will help it reach its goals of helping others, animals and nature, and making a positive contribution to the community.

Thank you for sharing your spirit of volunteerism,

Arcadia City Council
**Where Should I Volunteer?**

**Volunteer Selection Questionnaire**

1. **Select an area in which you are interest in volunteering.**
   Some things to consider: What are you interested in doing? With whom would you like to work? Would you rather work indoors or outside? Would you like to do more physical work, or are you more comfortable with less labor-intensive activity? Do you prefer to work independently or with others?

2. **Come up with a realistic schedule for the time you can commit to an organization.** How many hours can you volunteer? What days of the week?

3. **Call the agency in which you are interested to find out about current opportunities.** Visit the agency if possible.

4. **Ask questions and get details about what you will be expected to do.**

5. **Make the commitment.**

**Notes:**

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**General Volunteer Assignment Agencies**

**Volunteer Center of San Gabriel Valley**
The Volunteer Center helps place volunteers with various volunteer opportunities that meet their interest, time commitment, involvement interest and abilities in the San Gabriel Valley. The Center has volunteer opportunities from large organizations to small, that range in need from nature preservation to health care, from children to seniors.

119 West Palm Avenue
Monrovia, CA 91016 (626) 256-8187
*(Located inside the Monrovia Community Center)*
www.vcsgv.org

**The following sites also match people with volunteer opportunities:**

www.volunteermatch.org
www.laworks.com
www.volunteer.gov/gov

**Animals**

**Pasadena Humane Society and SPCA**
The Pasadena Humane Society & SPCA provides animal care for abandoned and homeless animals. An open door agency, PHS welcomes and cares for all animals in its service area regardless of age, medical condition, breed, etc. The Society is responsible for animal control and welfare for seven area cities including Arcadia.

Opportunities: adoption counselor, Barks and Books program, assist with behavior classes, cat socializer, foster care, health/clinic staff assistant, office work, lost and found pet aide, mobile unit, vet assistant, wildlife assistant, animal therapy program

Requirements: age 15 and up, application, informational meeting, orientation

361 South Raymond Avenue
Pasadena, CA 91105 (626) 792-7151
San Gabriel Valley Humane Society
The San Gabriel Valley Humane Society provides animal control services, vaccination clinics, food, shelter and medical care to thousands of dogs and cats who are stray and homeless, or have been rescued from abusive conditions or relinquished by their owners.

Opportunities: walk dogs, play with cats, office work, laundry assistance, sew mini-blankets for the animals

Requirements: age 18 and up, application, orientation

851 East Grand Avenue
San Gabriel, CA 91776 (626) 286-1159
www.sgvhumane.org

Country Villa Health Services
400 West Huntington Drive
Arcadia, CA 91007 (626) 445-2421
www.countryvillahealth.com
Volunteer contact: Lena Williams

Santa Anita Family Service
Santa Anita Family Service creates healthier and more stable children and adults through education, mental health, social services and senior programs, regardless of income. Volunteer opportunities are in the senior services division.

Opportunities: front desk receptionist, telephone reassurance program (call homebound seniors)

Requirements: age 21 and up, application, time commitment preferred

605 South Myrtle Avenue
Monrovia, CA 91016 (626) 359-9358
www.santaanitafamilyservice.org
Email: safsmonrovia@santaanitafamilyservice.org

Arcadia County Park
Arcadia Park is a beautiful grassy park operated by Los Angeles County and features baseball diamonds, bowling greens, children's play areas, a community room, a multipurpose field, a swimming pool and tennis courts.

Opportunities: care and maintain softball fields, supervise softball games, office work

Requirements: age 14 and up, application, orientation, background check

405 South Santa Anita Avenue
Arcadia, CA 91006 (626) 821-4619
http://parks.lacounty.gov/
Volunteer contact: Arshell Stanley
Email: astanley@parks.lacounty.gov

Naomi Gardens
655 West Naomi Avenue
Arcadia, CA 91007 (626) 445-8474
Volunteer contact: Diana Echeverria
Email: naomigardens@sbcglobal.net

Vista Cove
601 Sunset Boulevard
Arcadia, CA 91007 (626) 447-0106
www.vistacove.net
Volunteer contact: Lauren Schoolar
Email: vca@vistacove.net

Santa Anita Family Service
Santa Anita Family Service creates healthier and more stable children and adults through education, mental health, social services and senior programs, regardless of income. Volunteer opportunities are in the senior services division.

Opportunities: front desk receptionist, telephone reassurance program (call homebound seniors)

Requirements: age 21 and up, application, time commitment preferred

605 South Myrtle Avenue
Monrovia, CA 91016 (626) 359-9358
www.santaanitafamilyservice.org
Email: safsmonrovia@santaanitafamilyservice.org

Community
Arcadia Presbyterian Church
Arcadia Presbyterian Church is a 300-member congregation that serves the community of Arcadia. The church has programs for adults and children. You do not need to be a member of the church or have a religious affiliation to volunteer.

Opportunities: office work, maintenance, painting, wood work, planting, trimming

121 Alice Street
Arcadia, CA 91006 (626) 445-7470
www.arcadiapres.org
Volunteer contact: Pastor Sam Knottnerus
Email: samiam@arcadiapres.org

Assistance League
Assistance League charitable programs rely on hands-on involvement by volunteer-members. Each innovative program is designed to meet the specific needs of Arcadia and surrounding communities.

Opportunities: Volunteer at Bargain Box Thrift Shop, work with seniors, prepare school supplies and clothes for school children as part of Operation School Bell®, “Make a Difference Day” Book Drive, label and distribute magazines to Methodist Hospital waiting rooms, educate elementary school children with Kids on the Block™ puppet shows, distribute infant clothing and supplies, coordinate Links to Learning awards for local teachers, and assist in grant writing

Requirements: application, orientation/training, membership dues, monthly meetings

100 South Santa Anita Avenue
Arcadia, CA 91006 (626) 446-7605
www.alarcadia.org
Email: ala@alarcadia.org

Assisteens
Assisteens is an auxiliary of Assistance League of Arcadia for teens in 9-12 grade. Assisteens are offered the opportunity to get involved with philanthropic programs in Arcadia. Participation encourages teens to develop a sense of community responsibility self reliance, and leadership and public speaking skills.

Opportunities: fundraising, planning and hosting events, visiting seniors in retirement facilities, Thanksgiving shopping for families in-need, reading to children at the library as part of the Book Buddies program.
Requirements: application, membership dues, grades 9-12, monthly meetings
Email: assisteens.arcadia@gmail.com

Cal Phil
Cal Phil offers world-class orchestra music at special concert events throughout the San Gabriel Valley, including the summer concerts at the Santa Anita Race Track.
Opportunities: ushers, office work, special events, stage crew, runners, ticket sales, event set-up, food service
Requirements: age 14 and up, orientation

400 South Baldwin Avenue #2160
Arcadia, CA 91007 (626) 300-8200
www.calphil.org
Email: volunteer@calphil.org

Foothill Unity Center
Foothill Unity Center provides food, supplies and basic needs for low-income individuals and families.

Opportunities: food packaging, sorting and distribution, office work, driving*, help at special events and food drives, warehouse work, plastic bag recycling, fundraising
Requirements: age 13 and up**, application, references, orientation
* valid drivers license and auto insurance
** younger volunteers and groups are welcome with supervision

415 West Chestnut Street
Monrovia, CA 91016 (626) 358-3486
www.foothillunitycenter.org
Volunteer contact: Raina Martinez at (626) 358-3486, ext. 107
Email: volunteer@foothillunitycenter.org

Friends of the Arcadia Public Library
Friends is a volunteer support organization for the Arcadia Public Library that raises funds for many of the library programs. The Friends’ Bookstore is completely run and operated by volunteers.

Opportunities: work in the Friends’ Bookstore (stock shelves, price books, work at

The Huntington Library
The Huntington Library is one of the finest research libraries in the world, has a well known and established art collection, and an array of botanical gardens with plants from a geographic range spanning the globe.

Adult opportunities: docents, office work, garden maintenance, work on special projects (prepare information packets, address envelopes, etc.), work at the information center
Requirements: application, orientation, training and instruction, some positions have time commitments of one time a week for two years

Student opportunities: support staff, greeters, facilitate demonstrations, work in the gardens, help prepare exhibits, oversee discovery cart, interact with the public, conservatory program
Requirements: age 14 and up, application, orientation, interview, training, time commitment of one day a week for 6 months

1151 Oxford Road
San Marino, CA 91108 (626) 405-2100
www.huntington.org
Adult volunteer contact: Mikki Heydorff at (626) 405-2126
Email: mheydorff@huntington.org
Student volunteer contact: Mollie Merchant Swaner at (626) 405-3429
Email: mswaner@huntington.org
Los Angeles County Arboretum and Botanic Garden
The Arboretum is a 127-acre historic site and botanic garden, home to plant collections from all over the world. Arcadia's official bird, the peacock, can be found strolling the Arboretum grounds. Volunteer opportunities exist for both adults and students. Adults who can volunteer at least 50 hours of service annually are invited to join Los Voluntarios.

Los Voluntarios opportunities: administrative & customer services, gift shop, library, educational programming, gardening, field docents, historic preservation, Santa Anita depot docents, floral arrangements, walking tours, membership services, special events

Requirements for Los Voluntarios: must be an adult, application, attend a four-session orientation and training course, time commitment of 50 hours a year

Adult (with limited time) opportunities: staffing special events, special projects

Student opportunities: staffing special events, working on special projects, and some duties on an on-going basis

Requirements for students: age 14 and up, application

301 North Baldwin Avenue
Arcadia, CA 91007 (626) 821-3222
www.arboretum.org
Volunteer contact: Nancy Carlton at (626) 802-8471
Email: nancy.carlton@arboretum.org

San Gabriel Mountains Trail Builders (SGMTB)
Trail Builders is dedicated to constructing and maintaining hiking trails in the San Gabriel Mountains’ Angeles National Forest.

Opportunities: The group meets every 1st, 3rd and 5th Saturday of the month to maintain trails.

Requirements: under age 18 needs written consent from parent/guardian

978 Norumbega Drive
Monrovia, CA 91016 (626) 303-1078
www.sgmtrailbuilders.org
Volunteer contact: Ben White
Email: ben@SGMTrailbuilders.org or bwootonwhite@hotmail.com

Helping Hands
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the cash register, greet patrons, etc.), annual book drive, leadership role on Board
Requirements: application, time commitment of 6 months, membership dues

20 West Duarte Road
Arcadia, CA 91007 (626) 821-5570
www.ci.arcadia.ca.us/home/index.asp?page=805

Live Oak Public Library
Live Oak Public Library is a Los Angeles County library located in the county portion of Arcadia. The Library offers adult and children sections, children's programming and computer access.

Opportunities: library guide, clean, straighten and sort materials, assist with children's programming, office work, help customers with computers, academic support, fundraising

4153-55 East Live Oak Avenue
Arcadia, CA 91006 (626) 446-8803
www.colapublib.org/libs/liveoak
Volunteer contact: Dina Malakoff

Neighborhood Legal Services
Neighborhood Legal Services is a private, non-profit law firm advocating for low-income residents by providing legal representation and a variety of legal services and community education.

Opportunities: work on cases and projects in the offices, at sites in the community, and in the clinics, help litigants prepare court forms or paperwork, provide information about the legal process and community resources, office work, translation

Requirements: application, resume, orientation, training
Note: NLS needs volunteer attorneys, paralegals, law students, undergraduate students and community volunteers who are able to communicate effectively, both orally and in writing, and to carry out instructions. In addition, volunteers must be able to work well with people who may be in crisis. Bilingual volunteers are always needed, but not required.

9354 Telstar Avenue
El Monte, CA 91731 (818) 834-7585
www.nls-la.org
Volunteer contact: Diana Avendano
Email: volunteers@nls-la.org
Volunteering with the City

Administrative Services Department
Financial Services Division
Volunteers may assist staff with various assignments that support the operations of the Division, including answering telephone calls, data entry and typing, maintenance of files and photocopying.

Volunteer contact: Alicia Salce at (626) 574-5424
Email: asalce@ci.arcadia.ca.us

Purchasing Division
Volunteers may assist staff with the preparation and evaluation of bids and requests for proposals, filing, answering phones, preparing vendor applications, helping with the preparation of purchase orders, purging annual records and assisting with issues related to the City’s telecommunications equipment.

Volunteer contact: Purchasing Officer at (626) 574-5462

Development Services Department
Code Services Division
Volunteers are used to assist staff by providing supplemental field and clerical support. Volunteers perform such duties as maintaining records and entering information into a database, reporting sign violations, canvassing of office buildings and large commercial centers for business license compliance, following up on trash container violations and photographing possible maintenance violations for investigation.

Volunteer contact: Jim Kasama at (626) 574-5442
Email: jkasama@ci.arcadia.ca.us

Opportunities: watershed restoration, plant and wildlife surveying, reforestation, interpreters and naturalists at the Visitor Center
Requirements: application

701 North Santa Anita Avenue
Arcadia, CA 91006
(626) 447-8991
www.fs.fed.us/r5/forests.html
Email: friendsoftheangeles@gmail.com

Angeles National Forest Fire Lookout Association (ANFFLA)
ANFFLA is dedicated to restoring, maintaining and staffing the remaining lookouts of the Angeles National Forest.

Opportunities: staff the lookouts
Requirements: training, orientation, monthly meetings

www.anffla.org
Volunteer contact: Pam Morey at (909) 744-9510, ext. 125
Email: info@anffla.org

Eaton Canyon Nature Center
Eaton Canyon Nature Center is a zoological, botanical and geological natural preserve located at the base of the San Gabriel Mountains. Visitors can enjoy hiking trails, equestrian paths, various natural habitats, native plants and wildlife.

Opportunities: naturalist docents, run programs for adults and children, light garden work and maintenance, work at the visitors center, assist with animal care, help at the gift shop and information desk
Requirements: training for naturalist docents

1750 North Altadena Drive
Pasadena, CA 91107
(626) 398-5420
www.ecnca.org
Volunteer contact: Judy Bass
Email: volunteers@ecnca.org
Villa Esperanza Services
Villa Esperanza Services works with children and adults with developmental disabilities.

Opportunities: work with the children and adults in the program, office work, help in the occupational therapy clinic and the speech center, campus improvement projects

Requirements: application, one hour orientation, current TB test

2060 East Villa Street
Pasadena, CA 91107
(626) 449-2919
www.villaesperanzaservices.org
Volunteer contact: Margaret Morris at (626) 449-2919, ext 162
Email: mmorris@villaesperanzaservices.org

Fire Department
Volunteers assist with administrative work in the Fire Prevention Bureau and Administrative Offices.

Opportunities: answering phones, filing, processing records, general office operations

Requirements: age 21 and up

Volunteer contact: Yvonne Yeung at (626) 574-5126
Email: yyeung@ci.arcadia.ca.us

Museum of Arcadia Heritage
The Gilb Museum of Arcadia Heritage docents provide an historical, educational experience for visitors of all age groups and cultural backgrounds. Docents, upon completion of the Museum’s docent training program, will gain educational experience, local historical knowledge and build lasting relationships with staff, volunteers and the community. Volunteers from the High School help out with our special events for children and for exhibit openings. Long-time, seasoned volunteers are asked if they would like to work on an extra, individual project under the guidance of the Curator.

Volunteer contact: Dr. Dana Hicks at (626) 574-5440
Email: dhicks@ci.arcadia.ca.us

Amigos de los Rios
Amigos de los Rios helps create and maintain sustainable open spaces, protects the environment and strengthens community life in order to benefit current and future generations.

Opportunities: habitat restoration, weeding, mulching, maintenance

908 East Altadena Drive
Altadena, CA 91001
(626) 791-1611
http://amigosdelosrios.org
facebook.com/emeraldnecklace
Email: info@amigosdelosrios.org

Angeles National Forest
The stunning mountain backdrop for Arcadia is comprised of Angeles National Forest. Arcadians can hike, camp, study native plants and wildlife, and appreciate our natural environment, all in our own backyard.

Library
The Arcadia Public Library relies on its volunteers to help out in many areas of the Library. The Library’s Volunteer Programs offers opportunities to satisfy Community Service requirements or to satisfy the desire to serve the community.
Opportunities: study room monitor, event assistant, computer monitor, Teen Zone assistant*, straightening books, Barks & Books assistant, processing materials for circulation, children’s program assistant, internet tutor, English conversation class tutor, delivering books to the homebound*, circulation

Requirements: age 13 and up, minimum time commitment of 1 to 2 hours a week for at least 6 months (for most volunteer positions). A few of the positions require fingerprinting which we will arrange for you.

* Must be age 21 or older and/or fingerprinting required.

Volunteer contact: Darlene Bradley at (626) 821-5570
Email: dbradley@ci.arcadia.ca.us

**Police Department**

The volunteer program is a valuable resource in which volunteers offer their time and skills to augment existing law enforcement personnel and efforts.

Opportunities: amateur radio operators (licensed), office work, crime analyst assistance, language translators, special community events, community relations, chaplains, mounted patrol, Volunteers In Patrol Support (VIPS)*

Requirements: for some positions licensing and/or extra training is required. Mounted police positions require that you have your own horse and trailer.

*VIPS- VIPS are volunteers who have been trained to function as an auxiliary unit to the Police Department, but have no powers of arrest beyond those of a private person. They act as the “eyes and ears” for Police Officers. In addition to reporting suspicious activity, they also do house checks, traffic control, issue parking citations, courier activities and may be called out at any time for any condition deemed an emergency by the Watch Commander.

Volunteer contact: Leon Solorio at (626) 574-5173
Email: lsolorio@ci.arcadia.ca.us

**Therapy Dog Program at Methodist Hospital**

Specially trained volunteers and their dogs visit with patients in the hospital.

Requirements: dogs and their handlers must be certified through Delta Society, Pet Therapy International or Therapy Dogs Inc.

Volunteer contact: Noemi Cota at (626) 574-3646
Email: noemi.cota@methodisthospital.org

**National Alliance on Mental Illness (San Gabriel Valley office)**

NAMI San Gabriel Valley is a nonprofit, self-help advocacy and support group of consumers, families, and friends of people with severe mental illnesses, dedicated to the eradication of those mental illnesses and to the improvement of quality of life of those affected by these diseases.

Opportunities: brochure distribution, outreach, attend health fairs, teach classes, facilitate support groups, public speaking, event planning, answering phones, office work, calling organizations, serving on committees, fundraising. Bilingual speakers are needed.

Requirements: age 16 and up, orientation, training, commitment of at least 3 months

2550 East Foothill Boulevard #135
Pasadena, CA 91107
(626) 577-6697
www.nami.org
Email: sgvnami@pacificclinics.org

**St. Baldrick’s Foundation**

St. Baldrick’s Foundation raises awareness and funds to cure kids’ cancer by supporting research and fellowships.

Opportunities: office work, assist with special events

1333 South Mayflower Avenue, Suite 400
Monrovia, CA 91016
(626) 792-8247
www.stbaldricks.org
serve, covering all ages, nationalities, ethnic backgrounds and lifestyles. Some volunteers are retired; others are working professionals or students. We even have four-footed, fur-coated volunteers from our Paw Pals program. VITAS hospice volunteers serve as patient and family advocates and help bring dignity and compassion to the end of life.

Opportunities: administrative, computer assistance, answering phones, assist with various program operations, bereavement volunteers support families with telephone calls and visits, make lap blankets, pillows, and other items to bring comfort to patients and families, direct patient care, help with hair care (must have a current cosmetology license), sew memory bears from VITAS patients’ clothes to provide comfort and support to the family, music volunteers provide support to the patient and family by singing or playing a musical instrument, Paw Pals volunteers (VITAS trains and certifies friendly, well-behaved pets to be Paw Pals®)

Requirements: age 16 and up, training program, commit at least one to four hours a week, background check, TB test

1343 N. Grand Ave, Suite 100  (626) 974-2073
Covina, CA 91724  (800) 938-4827
www.vitas.com
Email: maryann.mendozajen@vitas.com

Methodist Hospital
Methodist Hospital is a full service hospital with emergency capabilities, servicing Arcadia and the San Gabriel Valley.

Opportunities: visit with patients, drive the shuttle, help at the information desk or gift shop, assist with marketing/public relations, assist with special events, provide musical performances, filing paperwork

Requirements:
For adult volunteers- age 18 and up, application, interview, orientation, immunization record, background check, time commitment
For junior volunteers- age: graduated from 8th grade - junior graduation, application, training, TB test clearance, time commitment

300 West Huntington Drive
Arcadia, CA 91007  (626) 898-8000
www.methodisthospital.org
Adult volunteer contact: Noemi Cota at (626) 574-3646

Recreation and Community Services Department

Youth Volunteers
Teens can obtain valuable volunteer experience through the Youth Volunteer Program. This experience will assist with school service hours and helps prepare youngsters for college and future jobs. This is a fun way to learn job skills, gain experience, make friends and fulfill service hours. Leaders-in-Training also receive leadership hours and are learning the tasks of a Recreation Leader. Please note that volunteer placement is seasonal.

Opportunities: Volunteers help with recreation department events, senior events, school district special events, set up, etc. Leader-in-Training volunteers work at school sites, help supervise kids along with Recreation Leaders, can accrue leadership hours and get on-the-job training for future recreation leader positions

Requirements: application, interview, background check, orientation and training, required meetings, minimum time commitment of 20 hours

Volunteer contact: Bryant Wang at (626) 574-5487
Email: bwang@ci.arcadia.ca.us

Senior Services
Volunteers are a tremendous help to City staff with special events, activities, reassurance programs, daily lunches and classes for our senior residents. Volunteers are placed as positions are needed.

Opportunities: front desk receptionist, office work, telephone reassurance program, friendly visitor for in-home services, blood pressure taker, assist people with taxes, community service advisor, help serve food at senior lunches, register the public for classes, teach a class, help in the gift shop, assist at special events

Requirements: age 18 and up, application, interview, orientation, valid drivers license and insurance (if applicable to service), background check (if applicable to service)

Volunteer contact: Esther Reynoso at (626) 821-4373
Email: ereynoso@ci.arcadia.ca.us
Pasadena Symphony and Pops
The Pasadena Symphony and POPS provides the community with a full spectrum of live symphonic concerts year-round at the historic Ambassador Auditorium in Pasadena and at its new summer venue at the Los Angeles County Arboretum (2012).

Opportunities: member of concert staff, ticket takers, greeters, help at special events, development, marketing, audience outreach
Requirements: application, orientation, training
2 North Lake Avenue, Suite 1080 (626) 793-7172
Pasadena, CA 91101
www.pasadenasyphony-pops.org
Email: volunteer@pasadenasyphony-pops.org

Red Cross
Red Cross serves a variety of community functions that range from blood drives, to CPR training, to disaster response and preparedness.

Opportunities: teaching health and safety courses, assist with blood drives, service to the armed forces programs, development, marketing and communications, emergency preparedness information, disaster response*
Requirements: age 16 and up, application, orientation, background check
* Disaster response requires an additional application and course

376 West Huntington Drive (626) 447-2193
Arcadia, CA 91007
www.redcross.org/ca/los-angeles
Email (general): volunteer@arcla.org
Email (youth): youthservices@arcla.org

San Gabriel Valley Habitat for Humanity
Habitat for Humanity helps make homeownership a reality for people who are not able to afford their own house. By building homes using the manpower of volunteers and donations all recipients have a home to call their own.

Opportunities: help at home building sites, assist in the habitat stores, office work, fundraising
Requirements: application, orientation*
* Orientation is held the 2nd Tuesday of each month at 7 p.m.

Pasadena Symphony and Pops provides the community with a full spectrum of live symphonic concerts year-round at the historic Ambassador Auditorium in Pasadena and at its new summer venue at the Los Angeles County Arboretum (2012).

Opportunities: member of concert staff, ticket takers, greeters, help at special events, development, marketing, audience outreach
Requirements: application, orientation, training
2 North Lake Avenue, Suite 1080 (626) 793-7172
Pasadena, CA 91101
www.pasadenasyphony-pops.org
Email: volunteer@pasadenasyphony-pops.org

Red Cross
Red Cross serves a variety of community functions that range from blood drives, to CPR training, to disaster response and preparedness.

Opportunities: teaching health and safety courses, assist with blood drives, service to the armed forces programs, development, marketing and communications, emergency preparedness information, disaster response*
Requirements: age 16 and up, application, orientation, background check
* Disaster response requires an additional application and course

376 West Huntington Drive (626) 447-2193
Arcadia, CA 91007
www.redcross.org/ca/los-angeles
Email (general): volunteer@arcla.org
Email (youth): youthservices@arcla.org

San Gabriel Valley Habitat for Humanity
Habitat for Humanity helps make homeownership a reality for people who are not able to afford their own house. By building homes using the manpower of volunteers and donations all recipients have a home to call their own.

Opportunities: help at home building sites, assist in the habitat stores, office work, fundraising
Requirements: application, orientation*
* Orientation is held the 2nd Tuesday of each month at 7 p.m.

Pasadena Symphony and Pops provides the community with a full spectrum of live symphonic concerts year-round at the historic Ambassador Auditorium in Pasadena and at its new summer venue at the Los Angeles County Arboretum (2012).

Opportunities: member of concert staff, ticket takers, greeters, help at special events, development, marketing, audience outreach
Requirements: application, orientation, training
2 North Lake Avenue, Suite 1080 (626) 793-7172
Pasadena, CA 91101
www.pasadenasyphony-pops.org
Email: volunteer@pasadenasyphony-pops.org

Red Cross
Red Cross serves a variety of community functions that range from blood drives, to CPR training, to disaster response and preparedness.

Opportunities: teaching health and safety courses, assist with blood drives, service to the armed forces programs, development, marketing and communications, emergency preparedness information, disaster response*
Requirements: age 16 and up, application, orientation, background check
* Disaster response requires an additional application and course

376 West Huntington Drive (626) 447-2193
Arcadia, CA 91007
www.redcross.org/ca/los-angeles
Email (general): volunteer@arcla.org
Email (youth): youthservices@arcla.org

San Gabriel Valley Habitat for Humanity
Habitat for Humanity helps make homeownership a reality for people who are not able to afford their own house. By building homes using the manpower of volunteers and donations all recipients have a home to call their own.

Opportunities: help at home building sites, assist in the habitat stores, office work, fundraising
Requirements: application, orientation*
* Orientation is held the 2nd Tuesday of each month at 7 p.m.
Helping Hands

Volunteer Opportunities

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Volunteer Opportunities

400 South Irwindale Avenue
Azusa, CA 91702
(626) 387-6899
www.sgvhabitat.org
Volunteer contact: Chelsea McHenry at (626) 387-6899, ext. 17
Email: voluntenernow@sgvhabitat.org

Special Olympics

Special Olympics offers opportunities for athletes with disabilities to “go for the gold” at sporting events. Special Olympics was started by Eunice Kennedy Shriver in 1968 and now includes more than 3.1 million athletes in 175 countries who compete in games every year.

Opportunities: coaching sports teams, help at competitions, event planning and management, medical, fundraising, office work and support, public relations

Requirements: age 14 and up, application, code of conduct form, online training courses

9247 Key West
Temple City, CA 91780
(818) 247-6000
www.sosc.org
Volunteer contact: Patricia Maidens
Email: pmaidens@sosc.org

Ten Thousand Villages

As one of the world’s oldest and largest fair trade organizations, Ten Thousand Villages has spent more than 60 years cultivating trading relationships in which artisans receive a fair price for their work and consumers have access to distinctive handcrafted items. We seek to establish long-term buying relationships in places where skilled artisans are under- or unemployed, and in which they lack other opportunities for income.

Opportunities: sales associate, visual merchandising (create visually appealing displays), street promotion, unpacking/processing store orders, update inventory

Requirements: commit to at least 2 shifts per month

567 South Lake Avenue
Pasadena, CA 91101
(626) 229-9892
www.tenthousandvillages.com/pasadena#volunteer
Email: pasadena.volunteer.coordinator@tenthousandvillages.com
**Union Station Homeless Services**

Union Station is the San Gabriel Valley’s largest and most comprehensive social service agency assisting homeless and very low-income people. The mission is to help men, women and children rebuild their lives and end homelessness. Union Station operates seven programs to help homeless adults and families achieve self-sufficiency.

Opportunities: assist with special events (set-up, registration, meal service, etc.), help at the reception desk, make and serve meals at regular distribution events, evening child care, cooking, laundry, make thank you calls to donors, office work

Requirements: application, orientation, background check (for certain opportunities)

825 East Orange Grove Boulevard
Pasadena, CA 91104
(626) 240-4550 x 124

www.unionstationfoundation.org
Email: volunteer@unionstationhs.org

**YWCA Pasadena - Foothill Valley**

The YWCA has been in the forefront of most major movements in the United States as a pioneer in race relations, labor union representation, and the empowerment of women. The YWCA’s national mission is to eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

Opportunities: assist at special events, planning for big events, fundraising, office work, help at afterschool programs for young girls

Requirements: age 18 and up, female, background check

65 North Raymond Avenue, Suite 240
Pasadena, CA 91104
(626) 296-8433

www.ywca.org
Volunteer contact: Sharalyn Hamilton
Email: shamilton@ywca-pasadena.org

**San Gabriel Valley Medical Center**

San Gabriel Valley Medical Center provides quality healthcare to the residents of the San Gabriel Valley with emergency, inpatient and outpatient services.

Opportunities: youth and adult volunteers needed

438 West Las Tunas Drive
San Gabriel, CA 91776
(626) 570-6533
http://www.sgmvc.com
Volunteer contact: Carol Coenraad

**Convalescent Aid Society**

Convalescent Aid Society offers free loan of medical equipment for in-home use.

Opportunities: greeters, phone assistant, data entry, warehouse assistant, driving

Requirements: application, valid drivers license and insurance for driving positions

3255 East Foothill Boulevard
Pasadena, CA 91107
(626) 793-1696
www.convalescentaidsoociety.org
Email: info@cas1.org

**Hospice Services**

**Assurance Hospice**

Assurance Hospice provides care to the patient and his or her loved ones, encompassing clinical, physical, spiritual and emotional needs, as well as social and moral support. The staff is a group of medical and non-medical professionals committed to providing quality end-of-life care.
General Volunteering in the Community

Many of Arcadia’s local groups and clubs can benefit from volunteers. Check with the groups in your area to see if they can use volunteers on an ongoing basis or for special projects/events.

- Parent Teacher Associations (PTA)
- Homeowner Associations (HOA)
- Churches
- Civic and Service Groups
  - For example: Lions Club, Rotary, Elks, Arcadia Women’s Club, Altrusa, etc.
- Local sports organizations such as Little League and AYSO
- Arcadia Historical Society and Friends of the Arcadia Museum

Arcadia Unified School District

Arcadia Unified School District operates six elementary schools, three middle schools and one high school. Interested community members should contact the school site where they are interested in volunteering. The principal will determine what opportunities are available and what level of review/certification is required.

Opportunities: reading and working with students, helping teachers set up activities, supervising the playground, assisting with projects

Requirements: age 18 and up, TB testing and verification of negative test result, and fingerprint clearance may be required depending on position.*

* The cost associated with these clearances is the responsibility of the volunteer

Arcadia Unified School District- main office
234 Campus Drive
Arcadia, CA 91007 (626) 821-8300
www.ausd.net

City of Hope

City of Hope is recognized worldwide as a leading hospital and research facility. It is the leading treatment center in Southern California to conquer cancer, diabetes, HIV/AIDS and other life-threatening diseases.

AIDS Service Center

The mission of AIDS Service Center (ASC), the second largest AIDS service provider in Los Angeles County, is to use multi-disciplinary teams to develop and deliver services, advocacy and education tailored to improve the quality of life of individuals, families and communities impacted by and at risk for HIV/AIDS and related medical conditions.

Opportunities: assist at special events, fundraising, stock shelves, organize food bags, distribute food, office support (mailings, computer inputting, filing, managing volunteer hours)

65 North Raymond Avenue, Suite 240
Pasadena, CA 91103 (626) 441-8495
www.aidsservicecenter.org
Volunteer contact: Bill Stadler at (626) 441-8495, ext. 15

Arcadia Wellness Center

Arcadia Wellness Center is a facility within the Los Angeles County Department of Mental Health (DMH), providing a spectrum of mental health services to adults, offering support, hope, wellness, and recovery.

Opportunities: office work, charting, filing, translation help, answer phones, participate in client direct services, helping at the front desk

Requirements: age 18 and up, application, fingerprint, background check

301 East Foothill Boulevard, Suite 100
Arcadia, CA 91006 (626) 471-6500
http://dmh.lacounty.gov/

Boys and Girls Club of Pasadena

The Boys and Girls Club of Pasadena promotes the health, education, social, vocational and character development of kids, ages 6-18. The club provides athletics, homework assistance, reading clubs, technology centers, field trips, arts and crafts, teen centers
and private music lessons to children in Pasadena and the greater Pasadena area.
Opportunities: help staff with daily duties, assist with programs, office work, staff the information desk
Requirements: age 16 and up, application, interview
Volunteers not in school are asked to commit to one year of service with two hours of volunteer time a week. Students are asked to commit to six months of volunteer time.

3230 East Del Mar Boulevard
Pasadena, CA 91007
www.bgcpasadena.org
Volunteer contact: Vanessa Cullen at (626) 449-9100, ext. 204
Email: volunteer@bgcpasadena.org

**Boy Scouts of America- San Gabriel Valley Council**
Boy Scouts of America prepares young people to make ethical choices over their lifetime by instilling in them the values of the Scout, integrity, hardwork, good morals, helping others, physical fitness, kindness and loyalty. Volunteers can help at the district level or at the individual unit level.
Opportunities: help promote scouting at special events and schools, plan activities for units, chaperone activities, help with day-to-day activities, work with planning committee, become a pack/troop leader
Requirements: application, background check, training

3450 East Sierra Madre Boulevard
Pasadena, CA 91107
(626) 351-8815
www.sgvbcsa.org
Volunteer contact: Lucia Bernal at (626) 351-8815, ext. 236
Email: Lucia.Bernal@scouting.org

**Catholic Big Brothers Big Sisters**
Catholic Big Brother Big Sisters is the nation's largest network of volunteer mentors in the country to children who are mostly from low-income and single parent homes or families where a parent is incarcerated. This mentor relationship helps develops friendship and give kids a positive role model and advocate.
Opportunities: develop a mentor relationship with boys (ages 7-14) and girls (ages 7-16), office work, computer assistance, facility maintenance, fundraising
Requirements: age 18 and up, application, interview, reference check, training, background check, all religions are welcome, time commitment of one year with two activities a month with the little brother or sister

Villa Park Community Center
363 East Villa Street
Pasadena, CA 91104
www.catholicbigbrothers.org
Volunteer contact: (800) 463-4066
Email: volunteer@catholicbigbrothers.org

**Friends of Foster Children**
Friends of Foster Children enhance the quality of life for abused, abandoned and neglected children in residential treatment facilities in the San Gabriel Valley.
Friends of Foster Children sponsors the annual Sugarplum Tree event at Westfield Santa Anita which gathers gifts and supplies for foster children.
Opportunities: help with Sugarplum Tree event by gathering, sorting and distributing toys and supplies, staff booth at special events, fundraising, publicity and marketing, provide support for emancipated teens, grant writing, assist with other programs that support foster children
Requirements: interest form, orientation

P.O. Box 1105
Arcadia, CA 91077
(626) 445-4542
www.fofc@earthlink.net

**Girl Scouts of Greater Los Angeles**
Girl Scouts focuses on building leadership and life skills in girls and young women in grades K-12 and provides opportunities to utilize and sharpen those skills through community service.
Opportunities: volunteers are welcome at the troop, service unit or council level
Requirements: age 18 and up, orientation, interview, reference check, training courses, criminal background check

101 East Wheeler Avenue
Arcadia, CA 91006
(626) 677-2200
www.girlscoutsla.org
and private music lessons to children in Pasadena and the greater Pasadena area.
Opportunities: help staff with daily duties, assist with programs, office work, staff the information desk
Requirements: age 16 and up, application, interview
Volunteers not in school are asked to commit to one year of service with two hours of volunteer time a week. Students are asked to commit to six months of volunteer time.

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Pasadena, CA 91007
(626) 449-9100
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Email: volunteer@bgcpasadena.org

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Opportunities: help promote scouting at special events and schools, plan activities for units, chaperone activities, help with day-to-day activities, work with planning committee, become a pack/troop leader
Requirements: application, background check, training

3450 East Sierra Madre Boulevard
Pasadena, CA 91107
(626) 351-8815
www.sgvcbsa.org
Volunteer contact: Lucia Bernal at (626) 351-8815, ext. 236
Email: Lucia.Bernal@scouting.org

Catholic Big Brothers Big Sisters
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Opportunities: develop a mentor relationship with boys (ages 7-14) and girls (ages 7-16), office work, computer assistance, facility maintenance, fundraising
Requirements: age 18 and up, application, interview, reference check, training, background check, all religions are welcome, time commitment of one year with two activities a month with the little brother or sister

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www.fofc@earthlink.net

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101 East Wheeler Avenue
Arcadia, CA 91006
(626) 677-2200
www.girlscoutsla.org
**AIDS Service Center**
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Opportunities: assist at special events, fundraising, stock shelves, organize food bags, distribute food, office support (mailings, computer inputting, filing, managing volunteer hours)

65 North Raymond Avenue, Suite 240
Pasadena, CA 91103
(626) 441-8495
www.aidservicecenter.org
Volunteer contact: Bill Stadler at (626) 441-8495, ext. 15

**Arcadia Wellness Center**
Arcadia Wellness Center is a facility within the Los Angeles County Department of Mental Health (DMH), providing a spectrum of mental health services to adults, offering support, hope, wellness, and recovery.

Opportunities: office work, charting, filing, translation help, answer phones, participate in client direct services, helping at the front desk

Requirements: age 18 and up, application, fingerprint, background check

301 East Foothill Boulevard, Suite 100
Arcadia, CA 91006
(626) 471-6500
http://dmh.lacounty.gov/

**City of Hope**
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Opportunities: office work, charting, filing, translation help, answer phones, participate in client direct services, helping at the front desk

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**General Volunteering in the Community**
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- Parent Teacher Associations (PTA)
- Homeowner Associations (HOA)
- Churches
- Civic and Service Groups
  - For example: Lions Club, Rotary, Elks, Arcadia Women’s Club, Altrusa, etc.
- Local sports organizations such as Little League and AYSO
- Arcadia Historical Society and Friends of the Arcadia Museum

**Arcadia Unified School District**
Arcadia Unified School District operates six elementary schools, three middle schools and one high school. Interested community members should contact the school site where they are interested in volunteering. The principal will determine what opportunities are available and what level of review/certification is required.

Opportunities: reading and working with students, helping teachers set up activities, supervising the playground, assisting with projects

Requirements: age 18 and up, TB testing and verification of negative test result, and fingerprint clearance may be required depending on position.*

*The cost associated with these clearances is the responsibility of the volunteer*

Arcadia Unified School District- main office
234 Campus Drive
Arcadia, CA 91007
(626) 821-8300
www.ausd.net

**Boys and Girls Club of Pasadena**
The Boys and Girls Club of Pasadena promotes the health, education, social, vocational and character development of kids, ages 6-18. The club provides athletics, homework assistance, reading clubs, technology centers, field trips, arts and crafts, teen centers
Union Station Homeless Services
Union Station is the San Gabriel Valley’s largest and most comprehensive social service agency assisting homeless and very low-income people. The mission is to help men, women and children rebuild their lives and end homelessness. Union Station operates seven programs to help homeless adults and families achieve self-sufficiency.

Opportunities: assist with special events (set-up, registration, meal service, etc.), help at the reception desk, make and serve meals at regular distribution events, evening child care, cooking, laundry, make thank you calls to donors, office work
Requirements: application, orientation, background check (for certain opportunities)

825 East Orange Grove Boulevard
Pasadena, CA 91104   (626) 240-4550 x 124
www.unionstationfoundation.org
Email: volunteer@unionstationhs.org

YWCA Pasadena - Foothill Valley
The YWCA has been in the forefront of most major movements in the United States as a pioneer in race relations, labor union representation, and the empowerment of women. The YWCA’s national mission is to eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

Opportunities: assist at special events, planning for big events, fundraising, office work, help at afterschool programs for young girls
Requirements: age 18 and up, female, background check

65 North Raymond Avenue, Suite 240
Pasadena, CA 91104   (626) 296-8433
www.ywca.org
Volunteer contact: Sharalyn Hamilton
Email: shamilton@ywca-pasadena.org

Convalescent Aid Society
Convalescent Aid Society offers free loan of medical equipment for in-home use.

Opportunities: greeters, phone assistant, data entry, warehouse assistant, driving
Requirements: application, valid drivers license and insurance for driving positions

3255 East Foothill Boulevard
Pasadena, CA 91107   (626) 793-1696
www.convalescentaidsociety.org
Email: info@cas1.org

Hospice Services
Assurance Hospice
Assurance Hospice provides care to the patient and his or her loved ones, encompassing clinical, physical, spiritual and emotional needs, as well as social and moral support. The staff is a group of medical and non-medical professionals committed to providing quality end-of-life care.
Special Olympics

Special Olympics offers opportunities for athletes with disabilities to “go for the gold” at sporting events. Special Olympics was started by Eunice Kennedy Shriver in 1968 and now includes more than 3.1 million athletes in 175 countries who compete in games every year.

Opportunities: coaching sports teams, help at competitions, event planning and management, medical, fundraising, office work and support, public relations

Requirements: age 14 and up, application, code of conduct form, online training courses

Ten Thousand Villages

As one of the world’s oldest and largest fair trade organizations, Ten Thousand Villages has spent more than 60 years cultivating trading relationships in which artisans receive a fair price for their work and consumers have access to distinctive handcrafted items. We seek to establish long-term buying relationships in places where skilled artisans are under- or unemployed, and in which they lack other opportunities for income.

Opportunities: sales associate, visual merchandising (create visually appealing displays), street promotion, unpacking/processing store orders, update inventory

Requirements: commit to at least 2 shifts per month

Mission Hospice

Mission Hospice provides humane and compassionate care for people in the last phases of incurable disease so that they may live as fully and comfortably as possible. Care is given to patients and families in private homes, skilled
Pasadena Symphony and Pops
The Pasadena Symphony and POPS provides the community with a full spectrum of live symphonic concerts year-round at the historic Ambassador Auditorium in Pasadena and at its new summer venue at the Los Angeles County Arboretum (2012).

Opportunities: member of concert staff, ticket takers, greeters, help at special events, development, marketing, audience outreach
Requirements: application, orientation, training

2 North Lake Avenue, Suite 1080 (626) 793-7172
Pasadena, CA 91101
www.pasadenasymphony-pops.org
Email: volunteer@pasadenasymphony-pops.org

Red Cross
Red Cross serves a variety of community functions that range from blood drives, to CPR training, to disaster response and preparedness.

Opportunities: teaching health and safety courses, assist with blood drives, service to the armed forces programs, development, marketing and communications, emergency preparedness information, disaster response*
Requirements: age 16 and up, application, orientation, background check
* Disaster response requires an additional application and course

376 West Huntington Drive
Arcadia, CA 91007 (626) 447-2193
www.redcross.org/ca/los-angeles
Email (general): volunteer@arcla.org
Email (youth): youthservices@arcla.org

San Gabriel Valley Habitat for Humanity
Habitat for Humanity helps make homeownership a reality for people who are not able to afford their own house. By building homes using the manpower of volunteers and donations all recipients have a home to call their own.

Opportunities: help at home building sites, assist in the habitat stores, office work, fundraising
Requirements: application, orientation*
* Orientation is held the 2nd Tuesday of each month at 7 p.m.

VITAS Innovative Hospice Care
VITAS Innovative Hospice Care provides end-of-life care for adult and pediatric patients with life-limiting illnesses. We work with patients and families to provide comfort and preserve dignity at the end of life. Our kind and caring hospice volunteers are as diverse as the patients they
nursing facilities, board and care facilities and assisted living facilities.
Opportunities: visit with patients and families, offer comfort and reassurance, read books, write letters, take walks with patients, share stories, provide caregiver relief and support, shop for patients and caregivers, assist with funeral and memorial services, office work, pet therapy program
Requirements for those who would like to work with patients: age 18 and up, application, TB test, background check, health screening, 20 hour training course, time commitment of one year and two hours a week, current driver’s license, insurance and reliable transportation, strict confidentiality, patience, empathy and integrity, submit timely reports about the patient
Requirements for office work: age 16 and up, application, time commitment of one year and two hours a week, background check and strict confidentiality
Requirements for pet therapy program: application, interview/meeting, 20 hour training course, current certification through Therapy Dogs International or Delta Society

625 Fair Oaks Avenue, Suite 229
South Pasadena, CA 91030 (626) 799-2727
www.missionhospice.net
Volunteer contact: Joan Muraskin
Email: jmuraskin@missionhospice.net

Sunset Hospice Care
Sunset Hospice Care strives to provide the best quality of life for patients in their final days by providing a holistic approach.
Opportunities: visiting patients to provide social interactions, reassurance and comfort, and supportive and active listening

630 North Rosemead Boulevard, Suite 350
Pasadena, CA 91107 (855) 786-7389
http://sunsethospicecare.org
Volunteer contact: Colin Linebaugh
serve, covering all ages, nationalities, ethnic backgrounds and lifestyles. Some volunteers are retired; others are working professionals or students. We even have four-footed, fur-coated volunteers from our Paw Pals program. VITAS hospice volunteers serve as patient and family advocates and help bring dignity and compassion to the end of life.

Opportunities: administrative, computer assistance, answering phones, assist with various program operations, bereavement volunteers support families with telephone calls and visits, make lap blankets, pillows, and other items to bring comfort to patients and families, direct patient care, help with hair care (must have a current cosmetology license), sew memory bears from VITAS patients’ clothes to provide comfort and support to the family, music volunteers provide support to the patient and family by singing or playing a musical instrument, Paw Pals volunteers (VITAS trains and certifies friendly, well-behaved pets to be Paw Pals®)

Requirements: age 16 and up, training program, commit at least one to four hours a week, background check, TB test

Volunteer contact:
Maryann Mendoza at (626) 974-2073
Email: maryann.mendoza@vitas.com

Methodist Hospital
Methodist Hospital is a full service hospital with emergency capabilities, servicing Arcadia and the San Gabriel Valley.

Opportunities: visit with patients, drive the shuttle, help at the information desk or gift shop, assist with marketing/public relations, assist with special events, provide musical performances, filing paperwork

Requirements:
For adult volunteers: age 18 and up, application, interview, orientation, immunization record, background check, time commitment
For junior volunteers: age: graduated from 8th grade - junior graduation, application, training, TB test clearance, time commitment

Volunteer contact: Noemi Cota at (626) 574-3646

Recreation and Community Services Department
Youth Volunteers
 Teens can obtain valuable volunteer experience through the Youth Volunteer Program. This experience will assist with school service hours and helps prepare youngsters for college and future jobs. This is a fun way to learn job skills, gain experience, make friends and fulfill service hours. Leaders-in-Training also receive leadership hours and are learning the tasks of a Recreation Leader. Please note that volunteer placement is seasonal.

Opportunities: Volunteers help with recreation department events, senior events, school district special events, set up, etc. Leader-in-Training volunteers work at school sites, help supervise kids along with Recreation Leaders, can accrue leadership hours and get on-the-job training for future recreation leader positions

Requirements: application, interview, background check, orientation and training, required meetings, minimum time commitment of 20 hours

Volunteer contact: Bryant Wang at (626) 574-5487
Email: bwang@ci.arcadia.ca.us

Senior Services
Volunteers are a tremendous help to City staff with special events, activities, reassurance programs, daily lunches and classes for our senior residents. Volunteers are placed as positions are needed.

Opportunities: front desk receptionist, office work, telephone reassurance program, friendly visitor for in-home services, blood pressure taker, assist people with taxes, community service advisor, help serve food at senior lunches, register the public for classes, teach a class, help in the gift shop, assist at special events

Requirements: age 18 and up, application, interview, orientation, valid drivers license and insurance (if applicable to service), background check (if applicable to service)

Volunteer contact: Esther Reynoso at (626) 821-4373
Email: ereynoso@ci.arcadia.ca.us
Opportunities: study room monitor, event assistant, computer monitor, Teen Zone assistant*, straightening books, Barks & Books assistant, processing materials for circulation, children's program assistant, internet tutor, English conversation class tutor, delivering books to the homebound*, circulation

Requirements: age 13 and up, minimum time commitment of 1 to 2 hours a week for at least 6 months (for most volunteer positions). A few of the positions require fingerprinting which we will arrange for you.

* Must be age 21 or older and/or fingerprinting required.

Volunteer contact: Darlene Bradley at (626) 821-5570
Email: dbradley@ci.arcadia.ca.us

Police Department
The volunteer program is a valuable resource in which volunteers offer their time and skills to augment existing law enforcement personnel and efforts.

Opportunities: amateur radio operators (licensed), office work, crime analyst assistance, language translators, special community events, community relations, chaplains, mounted patrol, Volunteers In Patrol Support (VIPS)*

Requirements: for some positions licensing and/or extra training is required. Mounted police positions require that you have your own horse and trailer.

*VIPS- VIPS are volunteers who have been trained to function as an auxiliary unit to the Police Department, but have no powers of arrest beyond those of a private person. They act as the “eyes and ears” for Police Officers. In addition to reporting suspicious activity, they also do house checks, traffic control, issue parking citations, courier activities and may be called out at any time for any condition deemed an emergency by the Watch Commander.

Volunteer contact: Leon Solorio at (626) 574-5173
Email: Isolorio@ci.arcadia.ca.us

Therapy Dog Program at Methodist Hospital
Specially trained volunteers and their dogs visit with patients in the hospital.

Requirements: dogs and their handlers must be certified through Delta Society, Pet Therapy International or Therapy Dogs Inc.

Volunteer contact: Noemi Cota at (626) 574-3646
Email: noemi.cota@methodisthospital.org

National Alliance on Mental Illness (San Gabriel Valley office)
NAMI San Gabriel Valley is a nonprofit, self-help advocacy and support group of consumers, families, and friends of people with severe mental illnesses, dedicated to the eradication of those mental illnesses and to the improvement of quality of life of those affected by these diseases.

Opportunities: brochure distribution, outreach, attend health fairs, teach classes, facilitate support groups, public speaking, event planning, answering phones, office work, calling organizations, serving on committees, fundraising. Bilingual speakers are needed.

Requirements: age 16 and up, orientation, training, commitment of at least 3 months

2550 East Foothill Boulevard #135
Pasadena, CA 91107 (626) 577-6697
www.nami.org
Email: sgvnami@pacificclinics.org

St. Baldrick’s Foundation
St. Baldrick’s Foundation raises awareness and funds to cure kids’ cancer by supporting research and fellowships.

Opportunities: office work, assist with special events

1333 South Mayflower Avenue, Suite 400
Monrovia, CA 91016 (626) 792-8247
www.stbaldricks.org
**Villa Esperanza Services**
Villa Esperanza Services works with children and adults with developmental disabilities.

Opportunities: work with the children and adults in the program, office work, help in the occupational therapy clinic and the speech center, campus improvement projects.

Requirements: application, one hour orientation, current TB test.

2060 East Villa Street
Pasadena, CA 91107
(626) 449-2919
www.villaesperanzaservices.org
Volunteer contact: Margaret Morris at (626) 449-2919, ext 162
Email: mmorris@villaesperanzaservices.org

**Amigos de los Rios**
Amigos de los Rios helps create and maintain sustainable open spaces, protects the environment and strengthens community life in order to benefit current and future generations.

Opportunities: habitat restoration, weeding, mulching, maintenance.

908 East Altadena Drive
Altadena, CA 91001
(626) 791-1611
http://amigosdelosrios.org
facebook.com/emeraldnecklace
Email: info@amigosdelosrios.org

**Angeles National Forest**
The stunning mountain backdrop for Arcadia is comprised of Angeles National Forest. Arcadians can hike, camp, study native plants and wildlife, and appreciate our natural environment, all in our own backyard.

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**Fire Department**
Volunteers assist with administrative work in the Fire Prevention Bureau and Administrative Offices.

Opportunities: answering phones, filing, processing records, general office operations.

Requirements: age 21 and up.

Volunteer contact: Yvonne Yeung at (626) 574-5126
Email: yyeung@ci.arcadia.ca.us

**Museum of Arcadia Heritage**
The Gilb Museum of Arcadia Heritage docents provide an historical, educational experience for visitors of all age groups and cultural backgrounds. Docents, upon completion of the Museum's docent training program, will gain educational experience, local historical knowledge and build lasting relationships with staff, volunteers and the community. Volunteers from the High School help out with our special events for children and for exhibit openings. Long-time, seasoned volunteers are asked if they would like to work on an extra, individual project under the guidance of the Curator.

Volunteer contact: Dr. Dana Hicks at (626) 574-5440
Email: dhicks@ci.arcadia.ca.us

**Library**
The Arcadia Public Library relies on its volunteers to help out in many areas of the Library. The Library's Volunteer Programs offers opportunities to satisfy Community Service requirements or to satisfy the desire to serve the community.
Volunteering with the City

Administrative Services Department

Financial Services Division
Volunteers may assist staff with various assignments that support the operations of the Division, including answering telephone calls, data entry and typing, maintenance of files and photocopying.

Volunteer contact: Alicia Salce at (626) 574-5424
Email: asalce@ci.arcadia.ca.us

Purchasing Division
Volunteers may assist staff with the preparation and evaluation of bids and requests for proposals, filing, answering phones, preparing vendor applications, helping with the preparation of purchase orders, purging annual records and assisting with issues related to the City’s telecommunications equipment.

Volunteer contact: Purchasing Officer at (626) 574-5462

Development Services Department

Code Services Division
Volunteers are used to assist staff by providing supplemental field and clerical support. Volunteers perform such duties as maintaining records and entering information into a database, reporting sign violations, canvassing of office buildings and large commercial centers for business license compliance, following up on trash container violations and photographing possible maintenance violations for investigation.

Volunteer contact: Jim Kasama at (626) 574-5442
Email: jkasama@ci.arcadia.ca.us

Angeles National Forest Fire Lookout Association (ANFFLA)
ANFFLA is dedicated to restoring, maintaining and staffing the remaining lookouts of the Angeles National Forest.

Opportunities: staff the lookouts
Requirements: training, orientation, monthly meetings

Volunteer contact: Pam Morey at (909) 744-9510, ext. 125
Email: info@anffla.org

Eaton Canyon Nature Center
Eaton Canyon Nature Center is a zoological, botanical and geological natural preserve located at the base of the San Gabriel Mountains. Visitors can enjoy hiking trails, equestrian paths, various natural habitats, native plants and wildlife.

Opportunities: naturalist docents, run programs for adults and children, light garden work and maintenance, work at the visitors center, assist with animal care, help at the gift shop and information desk

Requirements: training for naturalist docents

Volunteer contact: Judy Bass
Email: volunteers@ecnca.org
Los Angeles County Arboretum and Botanic Garden
The Arboretum is a 127-acre historic site and botanic garden, home to plant collections from all over the world. Arcadia’s official bird, the peacock, can be found strolling the Arboretum grounds. Volunteer opportunities exist for both adults and students. Adults who can volunteer at least 50 hours of service annually are invited to join Los Voluntarios.

Los Voluntarios opportunities: administrative & customer services, gift shop, library, educational programming, gardening, field docents, historic preservation, Santa Anita depot docents, floral arrangements, walking tours, membership services, special events

Requirements for Los Voluntarios: must be an adult, application, attend a four-session orientation and training course, time commitment of 50 hours a year

Adult (with limited time) opportunities: staffing special events, special projects

Requirements for students: age 14 and up, application

San Gabriel Mountains Trail Builders (SGMTB)
Trail Builders is dedicated to constructing and maintaining hiking trails in the San Gabriel Mountains’ Angeles National Forest.

Opportunities: The group meets every 1st, 3rd and 5th Saturday of the month to maintain trails.

Requirements: under age 18 needs written consent from parent/guardian

Los Angeles County Arboretum and Botanic Garden
Volunteer Opportunities 6

Live Oak Public Library
Live Oak Public Library is a Los Angeles County library located in the county portion of Arcadia. The Library offers adult and children sections, children’s programming and computer access.

Opportunities: library guide, clean, straighten and sort materials, assist with children’s programming, office work, help customers with computers, academic support, fundraising

Neighborhood Legal Services
Neighborhood Legal Services is a private, non-profit law firm advocating for low-income residents by providing legal representation and a variety of legal services and community education.

Opportunities: work on cases and projects in the offices, at sites in the community, and in the clinics, help litigants prepare court forms or paperwork, provide information about the legal process and community resources, office work, translation

Requirements: application, resume, orientation, training

Note: NLS needs volunteer attorneys, paralegals, law students, undergraduate students and community volunteers who are able to communicate effectively, both orally and in writing, and to carry out instructions. In addition, volunteers must be able to work well with people who may be in crisis. Bilingual volunteers are always needed, but not required.

San Gabriel Mountains Trail Builders (SGMTB)
Volunteer Opportunities 6
Helping Hands

Volunteer Opportunities

Requirements: application, membership dues, grades 9-12, monthly meetings

Email: assisteens.arcadia@gmail.com

Cal Phil
Cal Phil offers world-class orchestra music at special concert events throughout the San Gabriel Valley, including the summer concerts at the Santa Anita Race Track.

Opportunities: ushers, office work, special events, stage crew, runners, ticket sales, event set-up, food service

Requirements: age 14 and up, orientation

400 South Baldwin Avenue #2160
Arcadia, CA 91007
(626) 300-8200
www.calphil.org
Email: volunteer@calphil.org

Foothill Unity Center
Foothill Unity Center provides food, supplies and basic needs for low-income individuals and families.

Opportunities: food packaging, sorting and distribution, office work, driving*, help at special events and food drives, warehouse work, plastic bag recycling, fundraising

Requirements: age 13 and up**, application, references, orientation

* valid drivers license and auto insurance
** younger volunteers and groups are welcome with supervision

415 West Chestnut Street
Monrovia, CA 91016
(626) 358-3486
www.foothillunitycenter.org
Volunteer contact: Raina Martinez at (626) 358-3486, ext. 107
Email: volunteer@foothillunitycenter.org

Friends of the Arcadia Public Library
Friends is a volunteer support organization for the Arcadia Public Library that raises funds for many of the library programs. The Friends' Bookstore is completely run and operated by volunteers.

Opportunities: work in the Friends' Bookstore (stock shelves, price books, work at

The Huntington Library
The Huntington Library is one of the finest research libraries in the world, has a well known and established art collection, and an array of botanical gardens with plants from a geographic range spanning the globe.

Adult opportunities: docents, office work, garden maintenance, work on special projects (prepare information packets, address envelopes, etc.), work at the information center

Requirements: application, orientation, training and instruction, some positions have time commitments of one time a week for two years

Student opportunities: support staff, greeters, facilitate demonstrations, work in the gardens, help prepare exhibits, oversee discovery cart, interact with the public, conservatory program

Requirements: age 14 and up, application, orientation, interview, training, time commitment of one day a week for 6 months

1151 Oxford Road
San Marino, CA 91108
(626) 405-2100
www.huntington.org
Adult volunteer contact: Mikki Heydorff at (626) 405-2126
Email: mheydorff@huntington.org
Student volunteer contact: Mollie Merchant Swaner at (626) 405-3429
Email: mswaner@huntington.org
Arcadia Presbyterian Church
Arcadia Presbyterian Church is a 300-member congregation that serves the community of Arcadia. The church has programs for adults and children. *You do not need to be a member of the church or have a religious affiliation to volunteer.*

Opportunities: office work, maintenance, painting, wood work, planting, trimming

121 Alice Street
Arcadia, CA 91006  (626) 445-7470

www.arcadiapres.org

Volunteer contact: Pastor Sam Knottnerus
Email: samiam@arcadiapres.org

Assistance League
Assistance League charitable programs rely on hands-on involvement by volunteer-members. Each innovative program is designed to meet the specific needs of Arcadia and surrounding communities.

Opportunities: Volunteer at Bargain Box Thrift Shop, work with seniors, prepare school supplies and clothes for school children as part of Operation School Bell®, “Make a Difference Day” Book Drive, label and distribute magazines to Methodist Hospital waiting rooms, educate elementary school children with Kids on the Block™ puppet shows, distribute infant clothing and supplies, coordinate Links to Learning awards for local teachers, and assist in grant writing

Requirements: application, orientation/training, membership dues, monthly meetings

100 South Santa Anita Avenue
Arcadia, CA 91006  (626) 446-7605

www.alarcadia.org

Email: ala@alarcadia.org

Arcadia Meals on Wheels
Meals on Wheels provides nutritious and delicious meals to people who have trouble preparing meals or accessing food independently.

Opportunities: Driving and delivering meals to seniors and those with disabilities

Requirements: background check which requires a social security number, valid drivers license and auto insurance

Arcadia Meals on Wheels operates from an office located at Arcadia Red Cross
376 West Huntington Drive
Arcadia, CA 91007  (626) 447-2193

Volunteer contact: Pat Hrstich
Email: hristch@arcadia-redcross.org

Nursing/Convalescent/Retirement Homes in Arcadia
Opportunities: visit with seniors, lead activities, talk with residents and be a companion, read to seniors, play games, arts and crafts, be a friend

Requirements: Please check with the facility in which you are interested in volunteering

**Arcadia Gardens Retirement Hotel**
720 West Camino Real
Arcadia, CA 91007  (626) 574-8571

www.arcadiagardensretirement.com
Email: arcadiagardensrh@gmail.com

**Arcadia Retirement Village**
607 West Duarte Road
Arcadia, CA 91007  (626) 447-2912

www.arcadiaretirementvillage.com
Email: info@arcadiaretirementvillage.com

Assisteens
Assisteens is an auxiliary of Assistance League of Arcadia for teens in 9-12 grade. Assisteens are offered the opportunity to get involved with philanthropic programs in Arcadia. Participation encourages teens to develop a sense of community responsibility self reliance, and leadership and public speaking skills.

Opportunities: fundraising, planning and hosting events, visiting seniors in retirement facilities, Thanksgiving shopping for families in-need, reading to children at the library as part of the Book Buddies program.
San Gabriel Valley Humane Society
The San Gabriel Valley Humane Society provides animal control services, vaccination clinics, food, shelter and medical care to thousands of dogs and cats who are stray and homeless, or have been rescued from abusive conditions or relinquished by their owners.

Opportunities: walk dogs, play with cats, office work, laundry assistance, sew mini-blankets for the animals
Requirements: age 18 and up, application, orientation

851 East Grand Avenue
San Gabriel, CA 91776
(626) 286-1159

Country Villa Health Services
400 West Huntington Drive
Arcadia, CA 91007
(626) 445-2421
www.countryvillahealth.com
Volunteer contact: Lena Williams

Naomi Gardens
655 West Naomi Avenue
Arcadia, CA 91007
(626) 445-8474
Volunteer contact: Diana Echeverria
Email: naomigardens@sbcglobal.net

Vista Cove
601 Sunset Boulevard
Arcadia, CA 91007
(626) 447-0106
www.vistacove.net
Volunteer contact: Lauren Schoolar
Email: vca@vistacove.net

Santa Anita Family Service
Santa Anita Family Service creates healthier and more stable children and adults through education, mental health, social services and senior programs, regardless of income. Volunteer opportunities are in the senior services division.

Opportunities: front desk receptionist, telephone reassurance program (call homebound seniors)
Requirements: age 21 and up, application, time commitment preferred

605 South Myrtle Avenue
Monrovia, CA 91016
(626) 359-9358
www.santaanitafamilyservice.org
Email: safsmonrovia@santaanitafamilyservice.org

Arcadia County Park
Arcadia Park is a beautiful grassy park operated by Los Angeles County and features baseball diamonds, bowling greens, children's play areas, a community room, a multipurpose field, a swimming pool and tennis courts.

Opportunities: care and maintain softball fields, supervise softball games, office work
Requirements: age 14 and up, application, orientation, background check

405 South Santa Anita Avenue
Arcadia, CA 91006
(626) 821-4619
http://parks.lacounty.gov/
Volunteer contact: Arshell Stanley
Email: astanley@parks.lacounty.gov
Where Should I Volunteer?
Volunteer Selection Questionnaire

1. Select an area in which you are interested in volunteering.
Some things to consider: What are you interested in doing? With whom would you like to work? Would you rather work indoors or outside? Would you like to do more physical work, or are you more comfortable with less labor-intensive activity? Do you prefer to work independently or with others?

2. Come up with a realistic schedule for the time you can commit to an organization. How many hours can you volunteer? What days of the week?

3. Call the agency in which you are interested to find out about current opportunities. Visit the agency if possible.

4. Ask questions and get details about what you will be expected to do.

5. Make the commitment.

Notes:

General Volunteer Assignment Agencies

Volunteer Center of San Gabriel Valley
The Volunteer Center helps place volunteers with various volunteer opportunities that meet their interest, time commitment, involvement interest and abilities in the San Gabriel Valley. The Center has volunteer opportunities from large organizations to small, that range in need from nature preservation to health care, from children to seniors.

119 West Palm Avenue
Monrovia, CA 91016 (626) 256-8187
(Located inside the Monrovia Community Center)
www.vcsgv.org

The following sites also match people with volunteer opportunities:
www.volunteermatch.org
www.laworks.com
www.volunteer.gov/gov

Animals

Pasadena Humane Society and SPCA
The Pasadena Humane Society & SPCA provides animal care for abandoned and homeless animals. An open door agency, PHS welcomes and cares for all animals in its service area regardless of age, medical condition, breed, etc. The Society is responsible for animal control and welfare for seven area cities including Arcadia.

Opportunities: adoption counselor, Barks and Books program, assist with behavior classes, cat socializer, foster care, health/clinic staff assistant, office work, lost and found pet aide, mobile unit, vet assistant, wildlife assistant, animal therapy program

Requirements: age 15 and up, application, informational meeting, orientation

361 South Raymond Avenue
Pasadena, CA 91105 (626) 792-7151
Volunteerism is, by definition, devoting oneself to an organization or cause and selflessly donating time and effort to achieving the goal of that organization; working toward the greater good of the community through service.

Arcadia is known as the community of homes, but when we look at the wonderful residents that live in Arcadia, we realize that it is the people of Arcadia that truly make it a great place to live. Arcadians have a long history of volunteerism and continue to share that generous spirit every day.

In this brochure we hope that you and your family will discover some of the many organizations in the area that could use extra help with everything from office work to clearing hiking paths to running fundraisers and more. Even if you can only donate an hour, every bit of help that you are able to offer an organization will help it reach its goals of helping others, animals and nature, and making a positive contribution to the community.

Thank you for sharing your spirit of volunteerism,

Arcadia City Council
Please note: There are many organizations that do wonderful work in the community by seeking donations and providing much-needed monetary assistance. These groups may only require volunteer help on occasion. The organizations selected to be represented in this brochure have an ongoing need for volunteer assistance throughout the year.