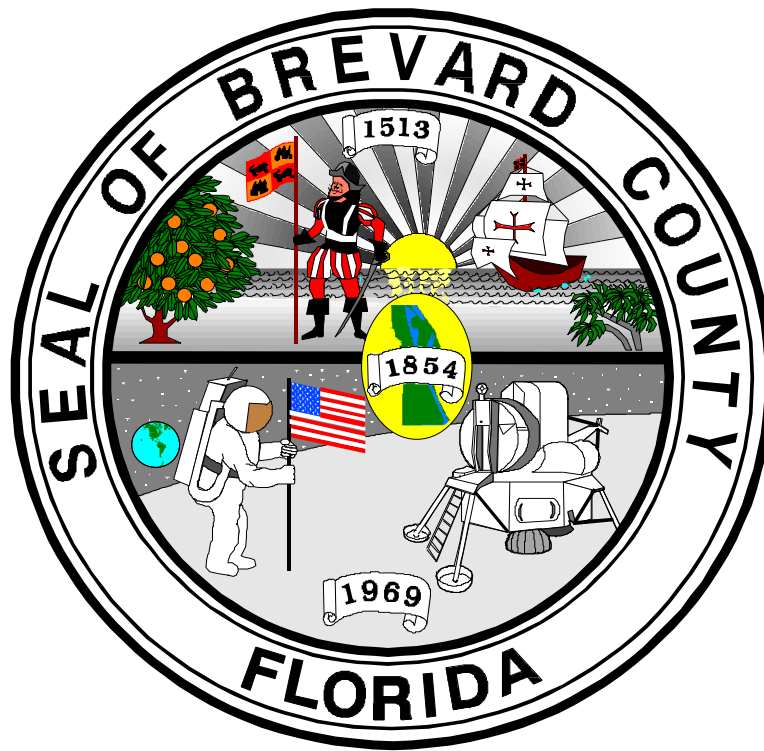


Brevard County
Board of County Commissioners

Volunteer Programs Reference Guide



For information contact the BRAVE Volunteer Program:

Paulette Davidson

paulette.davidson@brevardcounty.us or

Sharon Weiss

sharon.weiss@brevardcounty.us

Telephone: (321) 633-2031

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Department: Agricultural and Extension Service

Department Summary: Florida Cooperative Extension is a partnership between the University of Florida's Institute for Food and Agricultural Sciences (IFAS), the United States Department of Agriculture (USDA) and County governments in Florida.

Website: <http://brevard.ifas.ufl.edu/>

❖ **Program:** 4-H is Extension's educational program for youth and is open to everyone between the ages of 5 to 18.

Contact Person: Cynthia Minot, 4-H Program Leader **E-mail Address:** cminot@ufl.edu

Phone: (321) 633 -1702

Fax: (321) 633 -1890

Address: 3695 Lake Drive, Cocoa, FL 32926 **Office Hours:** Monday – Friday 8am – 5pm

Volunteer Position: 4-H Club Leaders and 4-H Club Middle Managers

Description of Duties: Club leaders and managers provide organizational leadership for a 4-H club. They coordinate club activities and programs, give guidance and direction, and serve as the 4-H Office contact person. 4-H clubs can be formed in a variety of locations throughout the County.

Qualifications: Volunteers must be at least 21 years old and pass a Level 1 background screening.

Time Commitment: This volunteer position is for 9 months and requires 6 – 12 hours per month.

Training: The 4-H staff will train the volunteer to plan and manage a club as well as recruit additional volunteers.

Volunteer Position: 4-H Club marketing representative

Description of Duties: The volunteer will help promote the 4-H Club program by setting up and manning booths at Community Events and School Open House nights.

Qualifications: Volunteers must be at least 14 years old and pass a Level 1 background screening.

Time Commitment: This volunteer position is short term with an estimated time commitment of 4 to 10 hours per event.

Training: The 4-H staff will train the volunteer.

Volunteer Position: 4-H exhibit and brochure creator

Description of Duties: The volunteer will assemble 4-H program information and photographs to create a table top display appropriate for use at community events and School Open House nights. Another volunteer will create a brochure for marketing the 4-H club program.

Qualifications: There is no minimum age requirement for this position. Basic computer skills and an 'artistic eye' or marketing knowledge are ideal. The volunteer must pass a Level 3 background screening.

Time Commitment: This volunteer position is short term and with an estimated 40 hour commitment.

Training: The 4-H staff will train the volunteer to have an overall understanding of the 4-H program.

Volunteer Position: 4-H Financial planning workshop coordinator and presenters

Description of Duties: Volunteers are needed to teach various segments of a financial planning program to high school students. Programs are held at a variety of locations throughout the County. Additionally, one or more volunteers are needed to coordinate the multi-session program.

Qualifications: Volunteers will preferably have some knowledge or employment in the topic presented. Topics include: Budgeting, Banking, Understanding Credit, Savings and Investments, Insurance, Buying a Car, Renting an Apartment, Setting up Utilities. The volunteer must be at least 21 years old and pass a Level 1 background screening.

Time Commitment: This volunteer position is short term and requires a minimum of 4 hours for preparation and teaching time.

Training: A complete lesson plan is available on each topic in the financial planning program.

Volunteer Position: 4-H Golf Tournament Assistant

Description of Duties: The volunteer will work with the 4-H staff with numerous activities such as preparation of printed program and pick-up refreshments from various locations; assist with the BBQ Dinner the evening before the Tournament; and assist the day of the Tournament with refreshment set-up, registration set-up, and assembly of prizes and goodie bags.

Qualifications: The volunteer must be at least 21 years old and pass a Level 3 background screening.

Time Commitment: This volunteer position supports an annual event that occurs in March.

Training: 4-H staff will orient and train the volunteer.

Volunteer Position: 4-H Newsletter Publisher

Description of Duties: The volunteer will assemble the various newsletter articles written by the 4-H staff and members into the provided template. The position may be done at the Extension Service main office in Cocoa, at the Palm Bay Extension Office located at 1455 Treeland Blvd., or at the volunteer's home computer.

Qualifications: Volunteers must have basic word processing skills, knowledge of proper grammar and composition, and pass a Level 3 background screening.

Time Commitment: This volunteer position requires a minimum of 4 – 8 hours during the last week of each month.

Training: 4-H staff will train the volunteer.

Volunteer Position: 4-H Slide show creator

Description of Duties: The volunteer will assemble digital photographs of 4-H activities into slide presentations to promote various 4-H events. Slide shows will be posted on the 4-H web site.

Qualifications: There is no minimum age requirement for this position; basic computer skills are required and the volunteer must pass a Level 3 background screening.

Time Commitment: This volunteer position requires an estimated 20 hours per slide show.

Training: 4-H staff will orient and train the volunteer.

Volunteer Position: 4-H Workshop Presenter

Description of Duties: The volunteer will teach a workshop on an appropriate 4-H subject, hobby or skill to 4-H members who range in age from 5 to 18 years old. Topics could include photography, gardening, entomology, sewing, embryology, dog training, babysitter training or financial management. 4-H programs are held at a variety of locations throughout the County.

Qualifications: Volunteers must be at least 14 years old and pass a Level 1 background screening.

Time Commitment: This volunteer position is short term and requires a minimum of 4 hours.

Training: The 4-H staff will train the volunteer to teach a workshop and will assist the volunteer in gearing the topic to the appropriate age level selected.

Volunteer Position: 4-H Youth Electricity Workshop Program Presenter or Assistant.

Description of Duties: The volunteer will present a workshop that teaches youth how to create an electrical game. The electrical game created will be exhibited in a contest held annually in April at the Central Florida Fair.

Qualifications: Volunteers must be at least 14 years old and pass a Level 1 background screening.

Time Commitment: This position is has a short term commitment and requires 3 – two hour sessions.

Training: The 4-H staff will train the volunteer to teach this workshop.

Volunteer Position: 4-H Youth Embryology Workshop Program Presenter

Description of Duties: The volunteer will present a workshop that teaches youth about how to incubate and hatch chickens. The workshop involves three parts. The first session presented in a school classroom is a basic introduction to chicken development and egg incubating. An incubator and fertile eggs are provided to the classroom to monitor for the 3 week incubation period. The second session involves ‘candling’ eggs with the class and additional discussion on embryo development. Finally, the hatched chickens are retrieved from the school.

Qualifications: At least 18 years old and pass a Level 1 background screening.

Time Commitment: This position is a short term commitment and requires 3 – two hour sessions.

Training: The 4-H staff will train the volunteer to teach this workshop.

- ❖ **Program: Home and Community Educators (HCE)** program is a club based volunteer group providing a variety of services to the community through education.

Website: <http://brevard.ifas.ufl.edu/>

Contact Person: Elizabeth C. Shephard, FCS Agent **E-mail Address:** bshephar@ufl.edu

Phone: (321) 633-1702

Fax: (321) 633-1890

Address: 3695 Lake Drive, Cocoa, FL 32926 **Office Hours:** Monday – Friday 8am - 5pm

Volunteer Position: Educational Assistant

Description of Duties: The volunteer will assist the Family and Consumer Sciences (FCS) Agent to distribute educational materials to various locations throughout Brevard County. The educational materials help promote health, wellness and safety programs within the community.

Qualifications: The volunteer must be at least 16 years old and pass a background screening to be determined by the FCS agent.

Time Commitment: The commitment expectation depends upon the time the volunteer has as well as the time of the year. The FCS agent will work with the volunteer's schedule.

Training: Orientation and training to this position will be provided by the FCS Agent.

- ❖ **Program: The Master Gardener Program** provides trained volunteer teachers who educate and provide information to residents on a variety of gardening and insect questions.

Website: <http://brevard.ifas.ufl.edu/>

Contact Person: Sally Scalera, Horticulture Agent - Homeowner

E-mail address: sasc@ufl.edu

Phone: (321) 633-1702

Fax: (321) 633-1890

Address: 3695 Lake Drive, Cocoa, FL 32926 **Office Hours:** Monday – Friday 8am-5pm

Volunteer Position: Brevard County Master Gardener

Description of Duties: Trained Master Gardeners staff both the Cocoa and Palm Bay offices and assist residents who call or walk-in with gardening, landscaping, insect or other related questions. There are Master Gardener clinics at different sites throughout the County that also help residents with their questions. Other volunteer opportunities occur throughout the year that Master Gardeners can participate in such as manning a booth at a festival or a show in the County.

Qualifications: Volunteers must attend a 50 hour training course that covers various areas of horticulture and pass a Level 3 background screening.

Time Commitment: There is a commitment of 75 hours for the first year after the 50 hour training program has been completed. The time commitment is then 35 hours each year to remain active as a Master Gardener.

Training: All Master Gardeners are required to attend 10 classes that last for 5 hours each day for a total of 50 hours. They must have 10 additional hours of training for each year they remain active in the Master Gardener program. There is a charge of \$200 for the initial training classes - \$60 is for registration and \$140 is refunded after the 75 hours minimum volunteer time commitment is met. Master Gardener shirts are available for purchase and are optional.

Department: Animal Services

❖ **Program:** Animal Care and Adoption Centers

Website: <http://brevardanimalservices.com>

North Center Address: 2605 Flake Road, Titusville 32976

Office Hours: Monday – Saturday 10 am – 5pm

Contact Person: Vicki McCrone, Center Supervisor **Phone:** (321) 264-5119

South Center Address: 5100 West Eau Gallie Blvd., Melbourne, FL

Office Hours: Monday, Wednesday, Friday & Saturday 10 am – 5 pm and Tuesday & Thursday 11 am – 6 pm

Contact Person: Mary Berley, Center Supervisor **Phone:** (321) 253-6608

E-mail Address: mary.berley@brevardcounty.us

Alternate Contact: Kevin Earley, Brevard County Animal Services Outreach Officer

E-mail Address: kevin.earley@brevardcounty.us **Phone:** (321) 255-4336

Volunteer Position: Shelter Volunteer

Description of Duties: A Shelter volunteer starts with light housekeeping duties, i.e., helping with laundry, dishes, etc., and gradually get acclimated to adoptable animal contact which includes feeding, watering and socializing with the animals. Once the volunteer is familiar with the operation of the Center and has been at the Center for a period of time, they might move on to other aspects of the job. This may include assisting at monthly adoption events and communicating with the public about the animals that need a good home.

Qualifications: The volunteer must be at least 16 years of age or older. If someone under that age wishes to volunteer, they may do so as long as they are accompanied by a parent who is willing to volunteer as well. The Center has their own volunteer application that must be completed and provides information on the type of experiences the individual has with animal handling and with other humane organizations. A background screening will be conducted as it applies to the volunteer assignment.

Time Commitment: This is flexible according to the volunteer's availability. Short or long term commitments are available. It is important to note that the more time a volunteer works at the Center, the more they can interact with the animals and the public. Volunteers are required to sign in when they arrive.

Training: An orientation and tour of the facility is provided to all new volunteers. The staff wants to make sure the volunteer knows where they can go and what areas are **off limits**, such as isolation and quarantine rooms. The dress code is casual and needs to be presentable to the public. Scrubs are commonly worn by some volunteers and staff. Shoes must be closed toed and sneakers or boots are recommended.

Department: Clerk of Courts

- ❖ **Program:** The seventy seven (77) **Citizens Advisory Boards** are influential components of Brevard County government. Members have an opportunity to affect public policy, gain access to the highest levels of government, develop contacts, and represent their own perspectives and constituencies. Local boards and commissions provide an excellent opportunity to pursue service to our communities.

If you are concerned about how your community is growing, how issues like transportation, education, housing, child care, social services, arts and culture, entertainment, recreation and the environment are being handled, perhaps service through appointment to a local board, commission or council is for you. Serving in this capacity is an opportunity to make a difference in your community while meeting new people, gaining access to information and new skills. It is also a serious and time consuming job which requires commitment.

Website: http://webinfo4.brevardclerk.us/webapps_pub/advisory_boards/Inquiry.cfm

Contact person: Paulette Davidson, BRAVE Volunteer & Intern Coordinator

Phone: (321) 633-2031

Fax: (321) 633-2036

E-mail address: paulette.davidson@brevardcounty.us

Department: Criminal Justice Services

Department Summary: Criminal Justice provides administration, manages and develops appropriate community correctional programs.

- ❖ **Program:** Criminal Justice Services Volunteer Program provides opportunities for the citizens of Brevard County to learn more about the criminal justice system.

Website: http://www.brevardcounty.us/criminal_justice/cjs_volunteers.cfm

Contact Person: Mona Ray, Volunteer Coordinator

E-mail Address: mona.ray@brevardcounty.us

Phone: (321) 633-2059

Fax: (321) 690-6864

Alternate Contact: Lyn Barati

Phone: 633-2006 ext. 52343

Email Address: lyn.barati@brevardcounty.us

Address: 1040 South Florida Avenue, Rockledge, FL 32955

Office Hours: Monday – Friday 7:30am – 4:30pm

Volunteer Position: Aide to Criminal Justice Officer

Description of Duties: Volunteers will assist one or more Criminal Justice Officers in the processing of client files, records and information. The Rockledge Office offers experience in case management. The Pretrial Release Office is involved in the initial investigating of criminal histories, first appearance and releases. Volunteers may attend court with Officers to assist with case files in Violation of Probation hearings. In the Sharpes Office, court is held every day of the week and volunteers are able to observe proceedings. Internships are available and may contain multiple tasks to give a more complete overview of department functions.

Qualifications: Volunteers must be at least 16 years old to work at the Rockledge office and 18 years old to work Pretrial Release inside the Brevard County Detention Center, Sharpes; minimum education is high school; good communication skills, computer literacy and pass a Level 3 background screening.

Training: The Volunteer Coordinator will provide initial orientation to the Department and then one-on-one training will be done by the appropriate staff and volunteers.

Time Commitment: This volunteer position may be a short or long term commitment and does requires a minimum of 4 hours once a week.

Volunteer Position: Assistant Laboratory Technician

Description of Duties: Volunteers work in the Drug Testing laboratory and assist in the collection of urinalysis specimens for drug and/or alcohol testing; operation or breathalyzer for alcohol testing and other duties as assigned such as proper disposal of urine specimens, data entry and inventory control.

Qualifications: Volunteers must be at least 18 years old and have a high school education; be able to work with the public; good communication skills and patience are required; and pass a Level 3 background screening. The volunteer must provide a lab coat or smock to wear while working in the laboratory.

Training: The Volunteer Coordinator will provide initial orientation to the Department and then one-on-one training will be done by the appropriate staff and volunteers.

Time Commitment: This volunteer position is a long term commitment and requires a minimum of one 4-hour shift a week.

Volunteer Position: Computer Support Specialist

Description of Duties: Volunteers perform data entry involving improving/correcting information; work with hardware; checking computers; assist with network; problem solving, etc.

Qualifications: Volunteers must be at least 18 years old; have a high school education; have exceptional computer skills; be able to follow specific instructions; and pass a Level 3 background screening.

Training: The Volunteer Coordinator will provide initial orientation to the Department and then one-on-one training will be done by the computer support technician.

Time Commitment: This volunteer position may be a short or long term commitment and requires a minimum of one 4-hour shift a week. There is the possibility of internship available.

Volunteer Position: Intake Specialist

Description of Duties: Volunteers interview clients who have been ordered to service community service through the Brevard County Court System; determine abilities, disabilities, availability and area where the clients will be successful in completing the court requirement; using the computer, assign client to one of over 100 agencies available for this purpose; explain to the client the responsibilities, review the Work Agreement and prepare documents for file.

Qualifications: Volunteers must be at least 18 years old and have a high school education; be able to work with the public, good communication skills and patience are required; and pass a Level 3 background screening. Casual office attire is required to be worn while on duty.

Training: The Volunteer Coordinator will provide initial orientation to the Department and then one-on-one training will be done by the appropriate staff and volunteers.

This is a one-on-one job and requires 25 – 30 hours of training before the volunteer is allowed to work without immediate supervision.

Time Commitment: This volunteer position is a long term commitment and requires a minimum of one 4-hour shift a week. There is the possibility of internship available.

Volunteer Position: Registration Specialist

Description of Duties: In this position, volunteers are the first point of contact with Misdemeanor Probation clients. Volunteers analyze court documents, assign clients to the appropriate officer, explain the conditions/terms of probation to the client and set the first appointment.

Qualifications: Volunteers must be at least 18 years old; have a high school education; be able to work with the public; have legible handwriting; good communication skills and patience are required; and pass a Level 3 background screening.

Training: The Volunteer Coordinator will provide initial orientation to the Department and then one-on-one training will be done by the appropriate staff and volunteers.

Time Commitment: This volunteer position is a long term commitment and requires a minimum of one shift once a week (8am – 11:30am or 1:30pm – 4:30pm) Monday through Friday.

Volunteer Position: Safety Auxiliary/School Crossing Guard Program

Description of Duties: Volunteers serve in their own community assisting with staffing needs to provide for the safety of school aged children.

Qualifications: Volunteers must be at least 18 years old; have a high school education; must complete crossing guard training/certification classes at no cost to the volunteer; and pass a Level 1 background screening.

Training: The Volunteer Coordinator will provide initial orientation to the Department and then one-on-one training will be done with the Lead Crossing Guard and Program Manager. Uniforms are provided at no cost to the volunteers.

Time Commitment: This volunteer position is a long term commitment and requires a minimum of 1½ - 2 hours shifts and morning or afternoon shifts are available.

Department: Emergency Management

Department Summary: Emergency Management coordinates emergency management activities, services and programs within the County.

Website: <http://www.brevardcounty.us/EOC>

- ❖ **Program:** The **Special Needs Registry** program is for citizens who meet specific medical criteria to register for shelter and transportation within the resources of Brevard County.

Contact Person: Ann Fosburr **E-mail Address:** afosburr@brevardcounty.us

Phone: (321) 637-4077

Fax: (321) 633-1738

Address: 1746 Cedar Street, Rockledge, FL 32955

Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: Special Needs Registry Volunteer

Description of Duties: Volunteers work directly with the Special Needs Coordinator; enter new and renewing client information into the Special Needs database; determine shelter assignment; mail client notification letters; process decline services forms; file alphabetically all processed forms; update Registry database on an ongoing basis; assist with annual mass mailing; and other activities associated with Special Needs that may occur throughout the year.

Qualifications: Volunteers must be at least 17 years old; have basic computer skills including data entry experience; and pass a Level 3 background screening.

Time Commitment: This volunteer position can be short or long term. High school and college internships are available. A minimum of 4 hours per day once a week is required.

Training: The volunteer will receive on the job orientation and training specific to the Special Needs Registry program.

Department: Fire Rescue

Department Summary: Fire Rescue provides emergency fire and medical response, public safety education and fire prevention services.

- ❖ **Program: Community Emergency Response Team (CERT)** program is designed to train local citizens for disaster related incidents involving basic response skills such as fires, search and rescue, and medical response.

Website: http://www.brevardcounty.us/fire_rescue/fr_cert.cfm

Contact Person: John Gore, CERT & Firefighter Reservist Coordinator

E-mail Address: john.gore@brevardcounty.us

Alternate Contact: Brad Hall, CERT Manager

E-mail: brad.hall@brevardcounty.us

Phone: (321) 633-2056 ext. 52247 **Fax:** (321) 633-2057

Address: Timothy J. Mills Fire Rescue Center, 1040 South Florida Avenue, Rockledge, FL 32955

Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: CERT Volunteer

Description of Duties: CERT volunteers are able to assist local neighbors, their work place and professional responders before, during and after disaster related events. Members may also play a role in the distribution of smoke detectors, assist with evacuations, special events and training events. The CERT application is available online. A background screening will be conducted as it applies to the volunteer assignment.

Training: The CERT course is taught by professional first responders; usually classes are held weekly in 2½ hour sessions over a 7 week period.

- ❖ **Program: Volunteer Firefighters** offer their time to spend with one of the Volunteer Fire Stations – Scottsmoor, West Melbourne, Mims, Merritt Island, South Melbourne Beach, Brevard County Station 24 and Micco. The Four Communities station is the only all volunteer fire station in the County.

Website: http://www.brevardcounty.us/fire_rescue

Volunteer Position: Volunteer Firefighter

Description of Duties: Volunteer firefighters perform a variety of fire related duties, including wild land firefighting, responding to vehicle crashes, structural firefighting and medical standby at various special events throughout the County.

Qualifications: All volunteers must be at least 18 years old; have a high school diploma or GED; a clean driving record; complete the 160 hour Fire 1 course; pass a Level 1 background screening; and be a Brevard County resident

Time Commitment: This is a long term commitment. Volunteer firefighters are required to serve a minimum of 24 hours each month.

Training: Volunteer Firefighters are required to attend the Florida State Volunteer Standards Course, First Responder and the Emergency Vehicle Operators Course. Brevard County Fire Rescue can assist the potential volunteer firefighter with these requirements.

❖ **Program: Emergency Medical Services (EMS) Reservists** is a program in which First Responders, Emergency Medical Technician's (EMT) and Paramedics can volunteer their time to ride with and respond to emergencies with Brevard County Fire Rescue. Reservists lend their talents on a volunteer basis to help citizens in a medical emergency and, at the same time, give Brevard County Fire Rescue (BCFR) more staff at a cost savings to taxpayers.

Website: http://www.brevardcounty.us/fire_rescue

Contact Person: Fay Cushnie, Volunteer Coordinator

E-mail address: fay.cushnie@brevardcounty.us

Phone: (321) 633-2056 ext. 52582

Fax: (321) 633-2057

Address: Timothy J. Mills Fire Rescue Center, 1040 South Florida Avenue, Rockledge, FL 32955

Office Hours: Monday – Friday – 8am – 5pm

Volunteer Position: Emergency Medical Services (EMS) Reservists

Description of Duties: Volunteer EMT's and Paramedics assist Fire Rescue staff with medical emergencies and special details such as medical standby at baseball and football games, various other sporting events, Teen-Fest, rodeos and other public based functions that require medical assistance.

Qualifications: Minimum 18 years old; CPR, blood borne pathogen and BTLs (basic trauma life support) certified; Florida State Certified Emergency Medical Technician (EMT) and/or Paramedic; pass a Level 1 background screening; and pass Department required physical

Time Commitment: This volunteer position may be short or long term in commitment. EMS Reservists are required to volunteer a minimum of 24 hours each month or 72 hours every 3 months.

Training: Initial orientation and training is done by the Volunteer Coordinator. The remainder of the training is done at the Fire Stations. Ongoing training is provided as needed. Training and uniforms are paid by Fire Rescue.

Department: Historical Commission

Department Summary: Brevard County **Historical Commission** was established by ordinance of the County Commission to collect, arrange, record and preserve historical materials and other functions such as obtaining narratives of early pioneers, marking historical locations throughout the County and recording historical information.

Website: <http://www.brevardcounty.us/history>

Contact Person: Steve Benn, Director **E-mail Address:** steve.benn@brevardcounty.us

Phone: (321) 433-4415

Fax: (321) 433-4417

Address: 801 Dixon Boulevard, Suite 1110, Cocoa, FL 32922

Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: Data Entry

Qualifications: The volunteer will need basic computer knowledge, be able to use Microsoft Excel and Access, and must be detail oriented. A background screening will be conducted as it applies to the volunteer assignment.

Description of Duties: The volunteer will use their computer skills and knowledge of Microsoft Excel and Access to perform a variety of data entry activities.

Time Commitment: This is a long term commitment; the number of hours a volunteer works is flexible; dependability is required. All volunteers will sign in and out of the facility.

Training: Orientation and training is provided to this position.

Volunteer Position: Office Assistant

Qualifications: The volunteer will need an understanding of basic office procedures or be willing to learn basic computer skills, including typing, Microsoft Excel, reading and writing skills, and dependability. A background screening will be conducted as it applies to the volunteer assignment.

Description of Duties: The volunteer will perform a variety of office procedures as assigned, answer the telephone, filing office materials, and create folders and binders.

Time Commitment: This is a long term commitment; the number of hours a volunteer works is flexible; dependability is required. All volunteers will sign in and out of the facility

Training: Orientation and training is provided to this position.

Volunteer Position: Scanner

Qualifications: The volunteer will need basic computer knowledge, a basic understanding of fragile document handling of archives, reading and writing skills, able to work in a group and dependability. A background screening will be conducted as it applies to the volunteer assignment.

Description of Duties: The volunteer will use their basic understanding of fragile document handling of archives and computer, reading and writing skills to type, create electronic folders, name file and folders, and use a copy machine

Time Commitment: This is a long term commitment; the number of hours a volunteer works is flexible; dependability is required. All volunteers will sign in and out of the facility

Training: Orientation and training is provided to this position.

Department: Housing and Human Services/Country Acres

- ❖ **Program Summary:** **Country Acres Children's Home** was established in 1970 to serve dependent children who have suffered abuse, neglect and/or abandonment, providing a safe, nurturing family style home environment for boys and girls ages 6 – 17.

Website: <http://www.brevardcounty.us/country-acres/>

Contact Person: Matt Yount

E-mail Address: matt.yount@brevardcounty.us

Phone: (321) 264-5000

Fax: (321) 264-5195

Address: 1850 South Deleon Avenue, Titusville, FL 32780-7747

Office Hours: Monday – Friday 8am-5pm

Volunteer Position: Tutor/mentor

Description of Duties: Volunteers work in a supervised setting with students, ages 6 – 17, on homework assignments, projects or specific instruction; facilitate and participate in recreational activities and community outings; or participate in house and property beautification.

Qualifications: Volunteers must be at least 18 years old, have a high school diploma or equivalent, pass a Level 2 background screening, and preferably have experience with children and youth.

Time Commitment: Volunteer positions are available seven days a week and hours are flexible according to the volunteer's availability. Homework and tutoring occur during the late afternoon and early evenings.

Training: Orientation and training will be provided by the staff.

Department: Human Resources/BRAVE

- ❖ **Program:** The **BRAVE (Brevardians Responding as Volunteers)** Volunteer and Internship Program supports the work of Brevard County Government. The program is designed to match the needs of County government offices and services with the interests of volunteers and student interns.

Website: <http://www.brevardcounty.us/brave/>

Contact Person: Paulette Davidson, BRAVE Volunteer and Intern Coordinator

Phone: (321) 633-2031

Fax: (321) 633-1738

E-mail Address: paulette.davidson@brevardcounty.us

Address: Office of Human Resources, 2725 Judge Fran Jamieson Way, Bldg B, Viera, FL 32940

Office Hours: Monday – Friday 8am – 5pm

Volunteer Opportunities:

- Student internships
- General office work
- Environmental
- Libraries
- Transportation
- Youth programs
- Legal system
- Interfacing with the public
- Outdoors
- Clerical
- Tutoring
- Writing
- Basic and advanced computer work
- Behind the scenes
- Public relations
- Driving
- Long and short term projects

Qualifications: Varies according to the volunteer or internship position. A background screening will be conducted as it applies to the volunteer assignment.

Time Commitment: Varies according to the volunteer or internship position.

Training: The volunteer or intern will receive orientation and training specific to the program they are assigned.

Department: Judicial/Guardian Ad Litem

❖ **Program:** The Guardian Ad Litem program represents the best interest of innocent children who are in a dependency process because there is alleged abuse, abandonment or neglect.

Website: www.gal.fl.gov or www.brevardcounty.us/guardian-ad-litem/index.cfm

Contact Person: Patricia Williams, Recruitment Coordinator

Phone: (321) 690-6823

Fax: (321) 690-6897

E-mail Address: patricia.williams@brevardcounty.us

Address: Moore Justice Center, 2825 Judge Fran Jamieson Way, Viera, FL 32940

Office Hours: Monday – Friday 8:30am – 5pm

Volunteer Position: Guardian Ad Litem Volunteer

Description of Duties: Guardian Ad Litem volunteers become parties to a case where a child has been removed from their home for alleged abuse, abandonment or neglect. The volunteer visits the child a minimum of once a month where the child is placed. They become the voice of the child. Volunteers talk to teachers, friends, relatives, anyone who can give them a good perspective of the child's situation. They then use their training and common sense to make recommendations to the court. They become the eyes and ears of the judge.

Qualifications: All volunteers must be at least 19 years old, possess common sense, have a place in their heart for children, be able to drive, pass a Level 1 background screening (GAL pays for background screening), never have had a felony, and provide three positive references from people they have known for over 5 years.

Time Commitment: There is a one year commitment to the Guardian Ad Litem program. Volunteers have a minimum of one case requiring 5 – 6 hours each month and this is flexible. The volunteer will occasionally need to appear in court. Those times are not flexible; however, sufficient notice is given for hearings.

Training: The volunteer must attend and complete 30 hours of training that includes topics such as dynamics of child abuse and neglect, social services, and the court system. The training is held 4 times a year and there is no cost to the volunteer for the training.

Department: Library Services

Website: www.brev.org/locations/index.htm

Office Hours: Varies at each library

Contact Person: Contact the individual library

Library Locations:

- Cape Canaveral Public Library – 868-1101
- Central Brevard Library and Reference Center (Cocoa) – 633-1792
- Cocoa Beach Public Library – 868-1104
- Eau Gallie Public Library (Melbourne) – 255-4304
- Franklin T. DeGroot Public Library (Palm Bay) – 952-6317
- Martin Luther King Jr. Public Library (Melbourne) - 952-4511
- Melbourne Public Library – 952-4514
- Melbourne Beach Public Library – 956-5642
- Merritt Island Public Library – 455-1369
- Mims/Scottsmoor Public Library – 264-5080
- Palm Bay Public Library - 952-4519
- Port St. John Public Library – 633-1867
- Satellite Beach Public Library – 779-4004
- South Mainland Library (Micco) - 664-4066
- Suntree/Viera Public Library – 255-4404
- Titusville Public Library – 264-5026
- West Melbourne Public Library – 952-4508

Volunteer Positions: Depending on volunteer's skills and interests and the needs of the individual libraries, the volunteer might maintain files and records, assist patrons working with the computer, typing, making posters and displays, shelving or processing books, calling patrons about reserved books, assist with programs for children, or participate in the youth volunteer program at participating libraries.

Qualifications/time commitment/training: Varies according to the volunteer opportunity. Contact the individual library for specific requirements. A background screening will be conducted as it applies to the volunteer assignment.

❖ Melbourne Public Library

Website: www.brev.org/locations/index.htm

Contact Person: Circulation Supervisor, Melbourne Public Library

Phone: (321) 952-4514

Fax: (321) 952-4518

Address: 540 E. Fee Avenue, Melbourne

Volunteer Position: Circulation Page

Description of Duties: Circulation pages shelve books, file applications and perform other general clerical duties at the Circulation Desk of the Melbourne Public Library.

Qualifications: Volunteers must have a high school diploma or GED, pass a Level 3 background screening and be familiar with the Dewey Decimal System (numerical and alphabetical).

Training: The Library staff will train volunteers on Circulation volunteer duties.

Time Commitment: This is a long term commitment and hours are flexible according to the volunteer's availability.

Contact Person: Mauri Baumann – Reference Supervisor

E-mail Address: mbaumann@brev.org

Phone: (321) 952-4514

Fax: (321) 952-4518

Address: 540 E. Fee Avenue, Melbourne

Volunteer Position: Reference Volunteer

Description of Duties: Volunteer duties include phoning patrons regarding reserved items, shelving and straightening Reference books and magazines and monitoring and assisting Library patrons with the computer sign up sheets at the Melbourne Public Library.

Qualifications: Volunteers must be at least 18 years old, have a high school diploma or equivalent, pass a Level 3 background screening and have customer service experience.

Time Commitment: This is a long term commitment and requires a minimum of 3 hours once a week.

Training: The Melbourne Public Library staff will train volunteers on Reference department duties.

❖ Melbourne Beach Public Library

Website: www.brev.org/locations/index.htm

Contact Person: Susan Nigh

E-mail Address: snigh@brev.org

Phone: (321) 956-5642

Fax: (321) 953-8942

Address: 324 Ocean Avenue, Melbourne Beach

Volunteer Position: Circulation volunteer

Description of Duties: Volunteers will return fiction and non-fiction books to the shelves in the adult section of the Melbourne Beach Library.

Qualifications: Volunteers must be at least 18 years old, have a high school diploma or equivalent, and pass a Level 3 background screening. Knowledge of alphabetical filing and the Dewey decimal system is helpful.

Time Commitment: This is a long term commitment and requires a minimum of 2 - 3 hours once a week.

Training: The Library staff will train volunteers on Circulation department duties.

Volunteer Position: Processing Courier

Description of Duties: Volunteers will check all items received through the courier system and all items that are on reserve into the computer, and call patrons to let them know their items have arrived and are ready for pick up at the Melbourne Beach Library.

Qualifications: Volunteers must be at least 18 years old, have a high school diploma or equivalent, and pass a Level 3 background screening. Computer and phone skills are helpful.

Time Commitment: This is a long term commitment and requires a minimum of 3 hours once a week.

Training: The Library staff will train volunteers on Circulation Department duties.

Contact Person: Dianne V. Leary

E-mail Address: dleary@brev.org

Phone: (321) 956-5642

Fax: (321) 956-5641

Address: Melbourne Beach Public Library, 324 Ocean Avenue, Melbourne Beach

Volunteer Position: Library Aide/Page

Description of Duties: Volunteers will return books to the shelves, straighten shelves as needed and assist with craft pre-preparation in the youth section of the Melbourne Beach Library.

Qualifications: Volunteers must be at least 12 years old, in middle or high school and pass a Level 3 background screening. Knowledge of alphabetical filing and the Dewey decimal system is helpful.

Time Commitment: This position requires a minimum of 1 - 2 hours once a week.

Training: The Library staff will train volunteers on Youth Services Department duties including how and where to shelve books and materials to be cut out for various crafts.

Department: Natural Resources Management

Department Summary: Natural Resources Management Department protects the quality of life by managing and conserving natural habitat and animal species and other natural resources of the County.

Website: <http://natres.brevardcounty.us>

- ❖ **Program:** The **Herbarium** is a plant museum with an emphasis on field collection, documentation and research rather than public display.

Contact Person: Raleigh Berry **E-mail Address:** raleigh.berry@brevardcounty.us

Phone: (321) 633-2016

Fax: (321) 633-2029

Address: 2725 Judge Fran Jamieson Way, Bldg A, Viera, FL 32940

Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: Herbarium Collection Specialist

Description of Duties: Volunteers will collect, mount and document plants throughout the County.

Qualifications: Volunteers must be at least 16 years old and pass a Level 3 back ground screening,

Time Commitment: No limits or constraints.

Training: Natural Resources staff will provide training. There is also an online outline of how to collect and mount a plant:

http://www.brevardcounty.us/environmental_management/plants_herbarium_specimencol.cfm

- ❖ **Program: Monofilament Recovery and Recycling Program (MRRP)** is dedicated to preventing unwanted fishing line from entering the environment.

Website: <http://www.brevardcounty.us/mrrp/>

Contact Person: Chris Koepfel

E-mail Address: chris.koepfel@brevardcounty.us

Phone: (321) 633-2016

Fax: (321) 633-2029

Address: 2725 Judge Fran Jamieson Way, Bldg A, Viera, FL 32940

Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: MRRP volunteer

Description of Duties: Volunteers build bins, collect monofilament from the bins, turn it in for recycling and keep track of the collection amounts. Monofilament recovery and recycling bins look like small periscopes and are located in over 100 locations throughout the County.

Qualifications: Volunteers must be at least 16 years old, have the use of a vehicle, and pass a Level 3 back ground screening. Individuals who want to volunteer and are younger than 16 may volunteer if a parent sponsors them.

Time Commitment: Time commitment varies from one hour a month to one hour a week and depends on the us

Training: Orientation and training to the Adopt-a-MRRP will be done by Natural Resources staff.

❖ **Program: Special Projects/Survey**

Contact Person: Debbie Coles **E-mail Address:** debbie.coles@brevardcounty.us
Phone: (321) 633-2016 **Fax:** (321) 633-2029
Address: 2725 Judge Fran Jamieson Way, Bldg A, Viera, FL 32940
Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: Survey management specialist

Description of Duties: The Department is interested in improving their performance by documenting and revising the various services they provide. The first step in improving the services is to ask the public questions about their needs or experiences with the office. A volunteer is needed to conduct those surveys and build a database to track the responses.

Qualifications: Volunteers must be at least 16 years old, pass a Level 3 back ground screening, and computer experience is necessary.

Time Commitment: 4 hours a week

Training: Natural Resources staff will provide the tools and training.

❖ **Program: Storm Water Utility** works to reduce the impacts of storm water runoff to surface waters through a comprehensive program of improvement projects, resource protection and public involvement.

Website: <http://www.brevstorm.org/>

Contact Person: Elizabeth Melvin, Community Outreach Specialist **Phone:** (321) 633-2014
E-mail Address: elizabeth.melvin@brevardcounty.us
Address: 2725 Judge Fran Jamieson Way, Bldg. A, Viera 32940
Office Hours: Monday – Friday 8 am – 5 pm

Volunteer Position: Environmental Education volunteer

Description of Duties: Volunteers assist with watershed education, showing the connection between people and pollution via the 'Enviroscape'. Volunteers receive training to conduct an interactive demonstration of the impact pollution has on storm water. Following training, the 'Enviroscape' and all necessary materials are loaned to the volunteer for community presentations.

Qualifications/time commitment/training information: Volunteers will be offered training on the Enviroscape prior to community presentations. A background screening will be conducted as it applies to the volunteer assignment.

Volunteer Position: Storm Drain Marking Program volunteer

Description of Duties: Storm drain marking program volunteers locate areas for storm drain marking within the unincorporated areas of Brevard County and the cities of West Melbourne and Malabar. Markers are attached to the storm drain as a method of helping the community learn about the role people play in introducing pollutants to the storm water system and to encourage responsible behavior regarding these important flood control devices. All materials and safety equipment need are provided by the Department.

Qualifications/time commitment/training information: Volunteers will be instructed on safety protocols/storm drain marker installation prior to field work. A background screening will be conducted as it applies to the volunteer assignment.

❖ **Program:** The **Volunteer Appreciation & Learning Garden** was developed by the Brevard County Volunteer Management Team to say 'Thank You' to the wonderful volunteers throughout Brevard County. The garden offers a centrally located site to observe native plants and wildlife.

Website: http://www.brevardcounty.us/environmental_management/valg_home.cfm

Contact Person: Chris Koepfel **E-mail Address:** chris.koepfel@brevardcounty.us

Phone: (321) 633-2016 **Fax:** (321) 633-2029

Address: 2725 Judge Fran Jamieson Way, Bldg A, Viera, FL 32940

Office Hours: Monday – Friday 8am – 5pm

Alternate Contact: Paulette Davidson

Phone: 633-2031

E-mail Address: paulette.davidson@brevardcounty.us

Volunteer Position: Volunteer Appreciation Garden Assistant

Description of Duties: Volunteers will work with Natural Resources staff to plant, weed and build structures in the Volunteer Appreciation Garden.

Qualifications: Volunteers must be at least 12 years old, pass a Level 3 back ground screening, and a desire to get their hands dirty and improve the garden

Department: Parks and Recreation

Department Summary: The history of recreation and parks in Brevard County is founded on programs organized by volunteers and is today the result of coordinated efforts of staff along with groups and individuals who have contributed considerable time and resources. Volunteer support systems are the bedrock of park activities and land acquisition programs.

Website: <http://brevardparks.com>

Volunteer Opportunities: Opportunities cover a broad range including Citizen Advisory Boards; athletic league coaches; assisting with community events and festivals; Memorial Tree Program; mentoring or chaperoning in the Persons with Disabilities program; tutoring at an after school program; golf course range officer/coordinator - to ensure proper play, traffic control and golf etiquette; outdoor education guides and assistants; Sanctuary monitoring; and exotic plant control. If you are interested in volunteer involvement, contact the Operations Office in your area for more information. A background screening will be conducted as it applies to the volunteer assignment.

Central Area/Mainland

Phone: (321) 633-1874

Volunteer Coordinator: Jodie Levitt

E-mail Address: jlevitt@brevardparks.com

Central Area/Merritt Island & the Beaches

Phone: (321) 455-1380

Volunteer Coordinator: Vicki Bennett

E-mail Address: vbennett@brevardparks.com

North Area Parks Operation

Phone: (321) 264-5105

Volunteer Coordinator: Lara Harkins

E-mail Address: lharkins@brevardparks.com

South Area Parks Operation

Phone: (321)255-4400

Volunteer Coordinator: Nancy Gulker

E-mail Address: ngulker@brevardparks.com

Office Hours: Monday – Friday 8am – 5pm

❖ **Program:** **Central Area Parks-Space Coast Teens** program is the recognized source of teen recreation information in Central Brevard County.

Website: www.spacecoastteens.com

Contact Person: Nicole Henry, Program Coordinator

Phone: 633-1874

E-mail Address: nicole.henry@brevardparks.com

Address: Central Area Parks Operations – Mainland 840 Forrest Avenue, Cocoa 32922

Office Hours: Monday – Friday 8 am – 5 pm

Teen Recreation Advisory Groups

A.C.T. (Active Community Teens)

Young adults, serving as members of the A.C.T. Board, plan special events and programs for teens, children, and adults in the Port St. John area. The Board welcomes individuals interested in development on new programs and idea. A level 3 background screening is conducted on all volunteers. For information, volunteer opportunities, and meeting times, call the Port St. John Community Center at 633-1904.

T.A.P. (Teen Advisory Program)

Middle and High School Students Recreation Board is sponsored by Brevard County Parks and Recreation by middle and high schools in Central Brevard to organize teen activities and to help students earn volunteer hours for class credit and Bright Futures Scholarships. To earn volunteer hours, teens meet at their local high schools to help develop activities and ideas for their community. A background screening will be conducted as it applies to the volunteer assignment. For more information call 433-4432.

❖ **Program:** The **EEL (Environmentally Endangered Lands)** Program was established in 1990 to protect the natural habitats of Brevard County by acquiring environmentally sensitive lands for conservation, passive recreation and environmental education.

Website: www.eelbrevard.com

Contact Person: Brad Manley, Volunteer Coordinator

Phone: 255-4466

E-mail address: brad.manley@brevardparks.com

Address: 91 East Drive, Melbourne 32940

Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: Workday Crew

Description of Duties: Volunteers work with program staff on general outdoor tasks such as removal of exotic plants, trash and debris, trail clearing, constructing boardwalks, and native plantings at various EEL sites throughout the County.

Qualifications: The volunteer must be able to work outside in rustic conditions. No background screening is done on one time only volunteers. A level 1 screening, per Parks & Recreation policy, will be conducted on individuals who volunteer as a workday crew member on a regular basis.

Time Commitment: Four hours per workday event.

Training: No previous training is required and any necessary training will take place at the time of the workday event.

- ❖ **Program:** The **Enchanted Forest Sanctuary** is the flagship sanctuary and the first property purchased by the County's Environmentally Endangered Lands (EEL) Program. The 428 acre forest is part of a sanctuary network the EEL program is establishing in the County. The Sanctuary preserves a diversity of natural habitats.

Website: www.eelbrevard.com/eel/enchforest

Contact Person: Joanie Faulls-Hensley, Sanctuary Steward **Phone:** (321) 264-5185

E-mail Address: jhensley@brevardparks.com

Address: Enchanted Forest Sanctuary Management and Educational Center
444 Columbia Blvd, Titusville, FL 32780

Office Hours: Monday – Saturday 9am - 5pm and Sunday 1 – 5pm. The Sanctuary is closed Thanksgiving Day, Christmas Day, and New Year's Day.

Volunteer Position: Deadheader

Description of Duties: Deadheaders are volunteer garden workers who maintain the gardens at the Sanctuary. They also propagate native plants for habitat restoration and for the native gardens and butterfly gardens.

Qualifications: Volunteers must be 16 years old to volunteer with the EEL Program. Individuals under the age of 16 and who want to volunteer at the Sanctuary must be accompanied by an adult. All volunteers will receive a Level 1 background screening per Parks and Recreation policy.

Time Commitment: The Enchanted Forest staff works with each individual to determine what schedule will work best for them and the Sanctuary, whether one time on a workday, be 'on-call' as needed or commit to a certain day each month. The staff prefers that a volunteer comes to the Forest at least once a month for 3 – 4 hours.

Training: Volunteers who work in the Shoppe will receive orientation and training by a staff member.

Volunteer Position: Host

Description of Duties: Volunteer Hosts greet the public and provide information to visitors regarding the Sanctuary and the trails.

Qualifications: Volunteers must be 16 years old to volunteer with the EEL Program. Individuals under the age of 16 and who want to volunteer at the Sanctuary must be accompanied by an adult. All volunteers will receive a Level 1 background screening per Parks and Recreation policy.

Time Commitment: The Enchanted Forest staff works with each individual to determine what schedule will work best for them and the Sanctuary, whether one time on a workday, be 'on-call' as needed or commit to a certain day each month. The staff prefers that a volunteer comes to the Forest at least once a month for 3 – 4 hours.

Training: Orientation and training is provided for all Hosts. There is no cost to the volunteer for training.

Volunteer Position: Interpretive Guide

Description of Duties: Interpretive Guides lead visitors on guided hikes and interpret the habitats, nature, wildlife, history, geology and whatever else is found on the trails.

Qualifications: Volunteers must be 16 years old to volunteer with the EEL Program. Individuals under the age of 16 and who want to volunteer at the Sanctuary must be accompanied by an adult. All volunteers will receive a Level 1 background screening per Parks and Recreation policy.

Time Commitment: The Enchanted Forest staff works with each individual to determine what schedule will work best for them and the Sanctuary, whether one time on a workday, be 'on-call' as needed or commit to a certain day each month. The staff prefers that a volunteer comes to the Forest at least once a month for 3 – 4 hours.

Training: Volunteers are required to attend a 5 week training class for certification as an Interpretive Guide. Sanctuary staff conducts the training classes annually for volunteers who want to receive this certification. Course topics include presentation techniques, natural history, plant identification, wildlife identification and cultural history of the Forest and the local area. Training is held on 5 Saturday mornings and 5 Tuesday evenings. There is no cost to the volunteer for training.

Volunteer Position: Shoppe Assistant

Description of Duties: Enchanted Forest Shoppe Assistants greet visitors and sell items in the gift shop.

Qualifications: Volunteers must be 16 years old to volunteer with the EEL Program. Individuals under the age of 16 and who want to volunteer must be accompanied by an adult. All volunteers will receive a Level 1 background screening per Parks and Recreation policy.

Time Commitment: The Enchanted Forest staff works with each individual to determine what schedule will work best for them and the Sanctuary, whether one time on a workday, be 'on-call' as needed or commit to a certain day each month. The staff prefers that a volunteer comes to the Forest at least once a month for 3 – 4 hours.

Training: Volunteers who work in the Shoppe will receive orientation and training by a staff member.

Volunteer Position: Workday Crew

Description of Duties: Workday crew volunteers assist the Land Manager as needed and participate in general outdoor activities such as exotic plant, debris and trash removal from the trails. The Sanctuary staff work alongside the volunteers.

Qualifications: Volunteers must be 16 years old to volunteer with the EEL Program. Individuals under the age of 16 and who want to volunteer at the Sanctuary must be accompanied by an adult. All volunteers will receive a Level 1 background screening per Parks and Recreation policy.

Time Commitment: The Enchanted Forest staff works with each individual to determine what schedule will work best for them and the Sanctuary, whether one time on a workday, be 'on-call' as needed or commit to a certain day each month. The staff prefers that a volunteer comes to the Forest at least once a month for 3 – 4 hours.

Training: Workday crew volunteers are informed of the activities they will be involved in prior to the workday, what to wear and what to bring.

❖ **Program: South Area Advisory Boards** members are appointed by the Board of County Commissioners. They serve in an advisory capacity to the Board of County Commissioners, in conjunction with the Parks and Recreation Department, and serve in a liaison capacity between the Board and citizens in the area.

South Area Referendum Committees consist of members appointed by the South Area Advisory Board and the Board of County Commissioners. They serve in an advisory capacity to the South Area Advisory Board, in conjunction with the Parks and Recreation Department, and serve as a liaison between the Committee and citizens in the area.

Website: <http://brevardparks.com>

Contact Person: Alicia Webb, Administrative Secretary

Phone: (321) 255-4400

Fax: (321) 255-4422

E-mail address: awebb@brevardparks.com

Office Hours: Monday – Friday 8am – 5pm

Volunteer Boards & Committees: South Area Advisory Board; Palm Bay Regional Park Citizens Advisory Committee; Micco Park Referendum Committee; Wickham Park Advisory Committee; Wickham Park Referendum Committee; Suntree-Viera Parks Committee/POW-MIA Referendum Committee; South Brevard Senior Center Referendum Committee; South Beach Community Park Referendum Committee; South County Boat Ramp Referendum Committee; Rodes Park Referendum Committee.

Time Commitment: This is a long term commitment and requires a minimum of 2 – 3 hours bi-monthly over a 12 month period.

❖ **Program:** South Area Parks - Benefits & Special Events

Contact Person: Donna Lee Crawford **E-mail Address:** dcrawford@brevardparks.com

Phone: (321) 255-4400

Fax: (321) 255-4422

Address: 1515 Sarno Road, Building B, 2nd floor, Melbourne, FL 32935

Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: Benefits & Special Events Volunteer

Description of Duties: The volunteer will assist with planning and implementation of the following benefits & special events: “Empty Bowls” Benefit for Hunger; “Turtle Krawl” Benefit for the Sea Turtle Preservation Society; and the ‘High Note” Kite and Music Festival.

Qualifications: Volunteers must be at least 12 years old; prior community service experience is helpful; and must pass a Level 2 background screening.

Time Commitment: The events occur in February, March, April, July, October and November. The minimum time commitment varies according to the event. College internships are available and currently on file with the University of Florida’s College of Health and Human Performance.

Training: All orientation and training, including soliciting event sponsors, specific to the benefit/special event will be provided by Parks and Recreation staff.

❖ **Program: South Area Parks - Special Events**

Contact Person: Nancy Gulker **E-mail Address:** ngulker@brevardparks.com

Phone: (321) 255-4400 **Fax:** (321) 255-4422

Address: South Area Parks Operations, Bldg B, 2nd floor, 1515 Sarno Road, Melbourne 32935

Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: Special Events Volunteer

Description of Duties: The volunteer will work in a supervised setting helping children with crafts, games, and registration at various special events at different parks in the south area of Brevard County.

Qualifications: Volunteers must be at least 13 years old; be personable and like to work outdoors; no prior training or experience is required; assisting children may include physical activities; most events are outside; and pass a Level 2 background screening.

Time Commitment: There is no minimum number of hours required for this volunteer position. High school and college internships are available as well.

Training: All orientation and training specific to the event will be provided by Parks and Recreation staff.

Department: Solid Waste Management

- ❖ **Program Summary:** During **Household Hazardous Waste Roundups**, residents drop off leftover or unused household hazardous waste, such as automotive fluids, lawn, garden or pool chemicals, paints and solvents, fluorescent lights, rechargeable nickel cadmium batteries as well as various electronics (e-scrap). It is estimated that each citizen throws away as much as 21 pounds of harmful hazardous waste each year. Improper disposal poses risks to sanitation workers and the community as a whole. Household Hazardous Waste Roundups are held twice a year

Website: <http://www.brevardcounty.us/swr/hazwaste.cfm>

Contact Person: Rita Perini, Program Manager

Phone: (321) 633-1888

Fax: (321) 635-7903

E-mail Address: rita.pierini@brevardcounty.us

Address: 2250 Adamson Rd., Cocoa, FL 32926

Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: Roundup volunteer

Description of Duties: Volunteers assist with traffic control, unloading of materials (household hazardous waste and end of life electronics), pouring used motor oil and sorting batteries.

Qualifications: Volunteers must be at least 16 years of age or older, be able to perform heavy to strenuous work, wear long pants, closed toe comfortable shoes, a hat and sunscreen. No background screening is conducted as this is a one-time only volunteer activity.

Time Commitment: The events are open to the public for 6 hours. Volunteers can work from 9am – 3pm or 9am – noon only.

Training: Volunteers must be on site by 8:30am for a required safety briefing given by the Program Manager and the County's contracted hazardous waste management company. Volunteers are required to wear personal protective equipment such as nitrile chemical gloves and polyethylene aprons which are provided by the Department.

Department: Space Coast Area Transit (SCAT)

- ❖ **Program summary:** The **Volunteers in Motion** program is a service coordinated by SCAT, the Senior Resource Alliance, and the Community Care for the Elderly program. Trained volunteers transport elderly clients, who are unable to use SCAT's fixed route system due to health reasons, to the grocery store or the doctor's office via County owned and maintained vans. Most vans are wheelchair accessible and meet State and Federal requirements.

Website: <http://routefinder.ridescat.com/specializedservices/volunteers.php>

Contact Person: Lori Hamilton, Coordinator **Phone:** (321) 635-7999

E-mail Address: lori.hamilton@brevardcounty.us

Address: 401 South Varr Avenue, Cocoa, FL 32922

Office Hours: Monday – Friday 8am – 5pm

Volunteer Position: Vehicle Operator

Qualifications: The volunteer must possess a valid Florida Driver's License and be able to complete an Affidavit of Good Moral Character at the time of the interview. All volunteers must complete a criminal, driver's license and personal background screening conducted by Brevard County. The volunteer must pay a \$5.00 to \$10.00 fingerprint processing fee.

Description of Duties: Volunteers drive County vehicles to predetermined pickup and drop off points. They assist all persons in and out of the vehicle and load any grocery bags and/or packages into the vehicle. They prepare vehicle logs, forms and reports on the operations of assigned vehicles. They conform to applicable vehicle safety laws, procedures, ordinances and policies. Please note that the listed duties are illustrative only and are not intended to describe each and every function which may be performed.

Training: Volunteers must attend instructional classes which outline how they can best help the clientele they will transport.

Time Commitment: This is flexible according to the volunteer's availability. Some volunteers drive only once a month and some as often as several days a week.