

BRAVE Volunteer and Intern Program

...Together we can do more

Departments/programs with volunteer opportunities

Agricultural and Extension Service

4-H Program - <http://brevard.ifas.ufl.edu/4-H/>

- ❖ 4-H is a life skills development program where youth learn leadership, citizenship, and teamwork skills through hands-on learning opportunities, events, and activities.
 - Youth participate in 4-H through community clubs, after-school clubs or school enrichment activities all run by volunteer leaders.
 - Youth ages 5-18 are eligible to join.
- ❖ Contact Vanessa Spero, Brevard County Extension 4-H Agent, at 321-633-1702 or email at vspero@ufl.edu for more information on current volunteer opportunities.

Home and Community Educators - <http://brevard.ifas.ufl.edu/FCS/hce.shtml>

- ❖ This is a club based volunteer group providing a variety of services to the community through education.
 - Contact Beth Shephard, Family and Consumer Sciences Agent, at 321-633-1703 or email at bshephar@ufl.edu for information on volunteer opportunities.

Master Gardener Program - http://brevard.ifas.ufl.edu/Horticulture/master_gardener.shtml

- ❖ A program designed to train volunteers in basic horticulture principles so more residents can be helped with their problems with plants in the landscape, garden or home.
 - The class is usually held January through March on ten consecutive Wednesdays from 9am to 3pm at the Agricultural Center in Cocoa.
- ❖ Contact Sally Scalera, Horticulture Agent – Homeowner, at 321-633-1702 or email at sasc@ufl.edu for more information.

Animal Services and Enforcement

<https://www.brevardanimalservices.com/volunteer%20page%202-2009.html>

- ❖ Volunteer opportunities at North and South Animal Care Centers:
 - Animal Care Attendant: Assist shelter staff with cleaning dog kennels and cat cages; wash food and water dishes; wash laundry.
 - Customer Service/Greeter: Greet guests in Main Lobby; assist in adoption areas; answer questions about animals and adoption procedures.
 - Dog Exercise Program: provide exercise and socialization for pre-screened dogs and puppies in designated areas on Adoption Row.
 - Cat Cage Attendant: assist with cleaning and maintaining cleanliness of cat housing areas; provide food and water for cats and kittens; sweep floors.

- ❖ Requirements for all volunteer positions:
 - Must be at least 16 years of age to volunteer at either Center.
 - Must attend volunteer orientation and training programs.
 - Able to bend; lift 35 pounds; tolerate exposure to loud noises, heat and cleaning agents.
 - Represent Brevard Animal Services in a professional manner.
 - Practice safe animal handling.
 - Other requirements based on specific volunteer position.
- ❖ Training will include:
 - Brevard Animal Services cat and dog guidelines
 - Cat and dog training
 - Adoption procedures
 - On the job training specific to volunteer position provided by Volunteer Coordinator, individual staff member or assigned volunteer mentor.
- ❖ Contact Mary Thompson, Animal Services Volunteer Coordinator, at 321-255-4346 or email at m.thompson@brevardcounty.us for more information.

Criminal Justice Services - http://www.brevardcounty.us/criminal_justice/cjs_volunteers.cfm

Fire Rescue

Emergency Medical Service Reservists - http://www.brevardcounty.us/fire_rescue/fr_vol.cfm

Firefighter Reservists - http://www.brevardcounty.us/fire_rescue/fr_vol.cfm

Judicial

Brevard County Teen Court – www.sa18.state.fl.us/prosecute/teencrt.htm

- ❖ Teen Court is an innovative program which allows middle and high schools students to fill the court roles of Prosecuting Attorneys and Defense Attorneys, Bailiffs, Court Clerks and Jurors.
 - Volunteers must be between the ages of 13 and 18, be in good academic standing, abide by the rules of the Teen Court program, adhere to the Teen Court dress code, sign and respect the ‘Oath of Confidentiality’ and demonstrate maturity and sensitivity.
 - A one year commitment to the program is required.
 - Training is provided and includes an overview of the Criminal Justice System, the Teen Court Process and mock hearings to prepare members for participation in Teen Court proceedings.
 - Teen Court locations: Melbourne, Titusville and Viera
- ❖ Call 321-617-7294 for more information about Brevard County Teen Court

Guardian ad Litem - www.brevardcounty.us/guardian-ad-litem/gal_program.cfm

- ❖ Guardian ad Litem are trained volunteers who speak in the best interest of children in Dependency Court. The children have been removed from their home for allegations of abuse, abandonment or neglect.
 - Volunteers must be at least 19 years old, never had a felony, pass background screenings and complete 30 hours of training for certification. A one year commitment to the program is requested.
 - Training is held four times a year and the next training will be in August 2010.

- ❖ Contact Patricia Williams, Recruitment Coordinator, at 321-690-6823 or email at patricia.williams@brevardcounty.us for more information.

Library Services - www.brev.org

- ❖ Volunteer opportunities include:
 - Circulation Department (Check-out Desk): This department is in charge of checking books in and out, shelving books, and related duties. Volunteers work at the Check-out Desk, shelve books and check the order of shelved books for accuracy.
 - Reference Department (Information Desk): This department assists library patrons in locating books, using computers, and locating information. Volunteers also assist people in signing up for the Internet and pulling books from the shelves that have been asked for by someone at another library.
 - Technical Processing Department: This department prepares new books, DVDs, and other media for the shelf by putting on barcodes, spine labels, and book jacket covers. Volunteers also exchange donated books for worn or damaged books in the collections, help with the physical processing of new or donated books and DVDs – book pockets, property stamps, etc., and typing and filing order cards for new books that are being purchased.
 - Youth Services Department: This department provides books and programming aimed at serving children and young adults. Volunteers also help to staff the Youth Desk, assist with donated children's books by either preparing them for use in the collection or adding them to the used book sale.
- ❖ Contact the library where you would like to volunteer for more specific details about these and other volunteer opportunities - www.brev.org/pages/contactus/index.php.

Natural Resources Management Office

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

Environmental Management Section

Environmental Steward

- ❖ Individual or group opportunity that consists of field work monitoring and controlling invasive nuisance plant species at stormwater sites scattered throughout Brevard County. Sites will be assigned to individuals or teams depending on the project's acreage.
- ❖ This is an ongoing project and has a 'set your own pace' workload.
- ❖ Training, supervision, materials and personal protective equipment is provided by NRMO staff.
- ❖ Contact Raleigh Berry, Environmental Land Manager, at 321-633-2016 or email at raleigh.berry@brevardcounty.us for more information.

Viera Wetlands - http://www.brevardcounty.us/environmental_management/VieraWetlands-Home.cfm

- ❖ Several volunteer opportunities are available, such as:
 - Organize periodic bird surveys
 - Update the entrance kiosk with recent sightings and current events
 - Re-establish a visitor's logbook
 - Provide opportunities for night tours
 - Stage an annual wetlands celebration

- Assist with invasive vegetation maintenance activities
- Maintain the garden surrounding the lakeside gazebo
- ❖ Contact Raleigh Berry, Environmental Land Manager, at 321-633-2016 or email at raleigh.berry@brevardcounty.us for more information.

Monofilament Recovery & Recycling Program (MRRP) - <http://www.brevardcounty.us/mrrp/index.cfm>

- ❖ An innovative recycling project dedicated to reducing the environmental damage caused by discarded monofilament fishing line.
 - Monitor bins, empty of line, clean bins and report contents.
 - This is an ongoing, year-round program.
 - Flexible schedule.
- ❖ Contact Chris Koeppe, Environmental Specialist, at 321-633-2017 or email at chris.koeppe@brevardcounty.us for more information.

Beach Monitoring Field Work

- ❖ Work with staff to document conditions for beach renourishment (sea turtle nesting, erosion, etc.) through detailed notes and photos.
 - Activities are located at various beach conditions throughout the County and chosen by Mike McGarry, Beach Projects Coordinator.
 - This is a flexible position done during daylight hours only.
- ❖ Contact Mike McGarry at 321-633-2016 or email him at mike.mcgarry@brevardcounty.us for more information

Clerical Assistant

- ❖ Assist staff with filing, scanning and organizing technical files, topography and outfall inventory photos, etc. and learn about alternative storage of vital public documents.
 - Position requires excellent organizational skills.
 - This is a flexible position done during normal work week hours
 - Prefer individual with background in environmental science, oceanography or coastal management.
- ❖ Contact Mike McGarry at 321-633-2016 or email him at mike.mcgarry@brevardcounty.us for more information.

Stormwater Program

GIS Databases

- ❖ Create maps for reporting TMDL/BMAP (Total Maximum Daily Loading/Basin Management Action Plan) information to FDEP (Florida Department of Environmental Protection). BMAP is a mandate from FDEP to develop an action plan to clean the waters in drainage basins in the county.
- ❖ Experience with Arcmap 9.3 required
- ❖ Prefer volunteer with major in environmental studies, marine biology or conservation biology/ecology
- ❖ Contact Cindy Lieberman, Engineering Technician, at 321-633-2016 or email her at cindy.lieberman@brevardcounty.us

Field Data Collection

- ❖ Work with County staff person to document all stormwater outfalls to learn about stormwater management needs.
 - Prefer individual with experience in data collection using handheld GPS receiver.
 - Volunteer will work an agreed upon schedule during normal work week hours.
 - Contact John Whipple, Associate Environmental Specialist, at 321-633-2016 or email him at john.whipple@brevardcounty.us

Enviroscape Presentations

- ❖ Assist staff with presentations to elementary school students in grades 4 – 6.
 - Training provided by staff.
 - Activities are scheduled on demand from schools.
- ❖ Contact Elizabeth Melvin, Community Outreach Specialist, at 321-633-2016 or email her at Elizabeth.melvin@brevardcounty.us for more information.

Outreach Event Preparation

- ❖ Prepare materials for various community outreach events and fill bags with program materials
 - This is a flexible opportunity during weekday office hours.
- ❖ Contact Elizabeth Melvin, Community Outreach Specialist, at 321-633-2016 or email her at elizabeth.melvin@brevardcounty.us.

Storm Drain Marking - http://www.brevstorm.org/edu_stormdrain_markers.cfm

- ❖ Nearly everything that washes down a storm drain ends up in either the Indian River Lagoon or the St. Johns River. Pollutants are carried through storm water runoff and have a negative impact on the health of the marine environment.
 - Volunteers install storm drain markers to raise awareness regarding the importance of keeping pollutants out of storm drains. This is an outside activity.
 - There is a short training session on procedure and safety.
 - All materials are provided by NRMCO
 - Flexible schedule
- ❖ Contact Elizabeth Melvin, Storm water Outreach Specialist, at 321-633-2016 or email at elizabeth.melvin@brevardcounty.us for more information.

Stormwater Assessment Clerk

- ❖ Assist staff with Access database data entry, retrieve, print, file property review information from a variety of applications such as: mapper aerials, property appraiser website comments, tax collector website data, and retrieving and filing documents and files by project name or ascending numerical order.
 - Experience with Access extremely helpful though not required.
 - Training provided.
 - Hours are flexible once training is completed.
 - Suitable for short term or ongoing involvement.
- ❖ Contact Valerie Carson-Citta, Accounting Clerk II, at 321-633-2014 or email at valerie.carson-citta@brevardcounty.us.

Parks & Recreation – www.brevardparks.com

Erna Nixon Park, located at 1200 Evans Road in Melbourne, has the following volunteer opportunities

- Special events assistance
- Butterfly garden maintenance
- Exotic plant removal
- Nature Room maintenance
- Keep Brevard Beautiful Adopt-A-Road cleanup
- School field trip assistance
- ❖ Contact Amanda Slotterback, Environmental Program Coordinator, at 321-952-4525 or email her at ernanixonpark@brevardparks.com

Riverwalk Nature Center, located on U.S. 1 in Rockledge, has the following volunteer opportunities

- Invasive grapevine removal
- Trail maintenance
- Butterfly garden weeding
- The Center hosts an oyster mat making day on the first Thursday of each month.
- ❖ Contact Brandon Smith, Environmental Program Coordinator, at 321-433-4490 or email at brandon.smith@brevardparks.com for more information.

Environmentally Endangered Lands Program – www.eelsbrevard.com

Barrier Island Sanctuary - www.barrierislandcenter.com

- ❖ Volunteer opportunities
 - Docent – Educate visitors about the Center, interpret/explain exhibits, and talk about species in the aquariums. .
 - Field Trip guide – conduct school programs at the Center
 - Gift Shop – Greet and assist customers in the Mermaid’s Purse gift shop.
 - Greeter – Welcome visitors to the Center, provide information and assist staff with ongoing administrative activities
 - Sanctuary Preservation – Assist with land management tasks such as trail maintenance, weeding, planting, and trimming
 - Trail guide – lead visitors on trails from the ocean to the lagoon, help visitors learn about ongoing restoration work, and the native plants and animals on the barrier island
- ❖ Contact Sharon Balavage, Manager of Gift Shop, Education and Volunteers, at 321-723-3556 or email her at sharon@cccturtle.org

Enchanted Forest Sanctuary – <http://efs.eelbrevard.com>

- ❖ Volunteer opportunities
 - Trail Guide – Introduce visitors to the trails, lead guided hikes through the Forest, help visitors learn and enjoy nature. Training provided.
 - Trail maintenance – Trimming, weeding and exotic plant removal from trails.
 - Host – Greet visitors, provide information and brochures, answer phones and assist with office duties

- Gardener – The Deadheaders meet each Tuesday morning at 9am to care for the Sanctuary’s Butterfly Garden and learn about native plants and natural gardening.
- Sanctuary monitor – Survey for plants, butterflies, birds and wildlife, and monitor wildlife and habitats at the Sanctuary
- Non-native plant removal – Help remove non-native plants from the Enchanted Forest Sanctuary
- Gift Shop – Greet and assist customers in the Friends of the Enchanted Forest Gift Shop
- ❖ Contact Joanie G. Faulls, Sanctuary Steward, at 321-264-5185 or email at joan.fauls@brevardparks.com for more information.

Golf Operations - <http://www.golfspacecoast.com/index.php>

- ❖ Volunteer opportunities include course ranger, starter, cart attendant and facility maintenance.
 - There is currently a waiting list though applications are accepted on an ongoing basis
 - Contact Jeff Whitehead, Golf Operations Manager, at 633-2046 or email at jeff.whitehead@brevardparks.com.

Historical Commission and Historical Records Archives - <http://www.brevardcounty.us/history>

- ❖ The Brevard County Historical Commission has the following volunteer opportunities
 - Scanning, photocopying, cataloging and filing historical materials, photographs, records, and document
 - Transcribing oral histories and transferring to CD & DVD formats
 - Transferring videos to DVD format
 - All volunteer activity takes place at the archive facility in Cocoa
 - Volunteer hours are flexible
- ❖ Contact Ashley Miller, Archivist, at 321-433-4415 or email at ashley.miller@brevardcounty.us

Central Area/Mainland Parks Operations e-mail - centralarea@brevardparks.com

Space Coast Teens/Central Area Parks - <http://www.spacecoastteens.com>

Central Area/Merritt Island & Beaches Parks Operations email - mibeaches@brevardparks.com

North Area Parks Operation e-mail - northarea@brevardparks.com

South Area Parks Operations e-mail - southarea@brevardparks.com

Public Works

Traffic Engineering Office

- ❖ Traffic Crash data entry – enter vehicle crash information into database, scan traffic crash reports, filing and various special projects.
 - Basic data entry skills required
 - Training provided
 - Hours are flexible and suitable for short term or ongoing involvement.
- ❖ Contact Tracy Cafiero at 321-633-2077 or email her at tracy.cafiero@brevardcounty.us for more information.

Space Coast Area Transit (SCAT)

Volunteers in Motion - <http://routefinder.ridescat.com/specializedservices/volunteers.php>

- ❖ 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 doctor's office via County owned and maintained vehicles.
 - Training required.
- ❖ Contact Lori Hamilton, Volunteer Coordinator, at 321-635-7999 or email her at lori.hamilton@ridescat.com.

Utility Services

- ❖ Engineering File Reviewer
 - Assist Utility Services staff with conversion of engineering paper files into electronic format.
 - Review and proof read previously scanned engineering files, check for readability and legibility, and make sure all file documents are scanned.
 - Basic computer knowledge and keyboard skills, attention to detail, able to sit for extended periods of time and lift approximately 10-20 pounds and not be allergic to dust.
 - Training is provided
 - A minimum one –four (4) hour shift once a week is required.
- ❖ Contact John Turi, GIS Coordinator, at 321-633-2089 or email him at john.turi@brevardcounty.us for more information.