



Neighborhood Service Organization
Celebrating 60 Years of Service and Impact

NSO VOLUNTEER OPPORTUNITIES

NSO LIFE CHOICES

NSO Life Choices provides support for children and adults with developmental disabilities and their extended families.

Opportunity :	<u>Greeter/Information Desk Volunteer</u>	Type: Individual - Ongoing
Availability:	Able to volunteer one 3-4 hour shift weekly on either Monday, Wednesday, Thursday or Friday between 8:30 am - 4:30 pm	
Needed:	1 Volunteer per Shift	Location: NSO Life Choices
Description:	Cheerful, pleasant and welcoming individuals are needed to serve as NSO LC Greeter/Information Desk Volunteer. The Greeter/Information Desk Volunteers welcome visitors, monitor the medical clinic waiting room and hallway, and provide directions, information and support to enhance the NSO LC support experience. You can establish days, times and frequency of service.	
Opportunity :	<u>Art Therapy Assistants</u>	Type: Individual & Group – One Time or Ongoing
Availability:	Able to volunteer one or more 3 hour shifts weekly on either Monday, Tuesday, Wednesday or Thursday from 9:30 am – 12:30 pm.	
Needed:	1 – 10 Volunteers per Shift	Location: NSO Life Choices
Description:	Individuals and groups to assist developmentally disabled adults in the NSO Art Therapy Class as they work on various arts and crafts projects.	

NSO CORPORATE AFFAIRS

NSO Corporate Affairs (CA) is responsible for fundraising, marketing and volunteers. NSO CA also provides support to NSO Units and Unit activities.

Opportunity :	Office Assistant	Type: Individual - Ongoing
Availability:	Able to volunteer one 3-4 hour shift weekly on either Monday, Tuesday, Wednesday, Thursday or Friday between 10:00 am - 4:00 pm	
Needed:	1 Volunteer per Shift	Location: NSO Bell Building
Description:	Volunteers willing to commit to one day a week for 3-4 hours are needed to assist with print material requests for promotional information, flyers and brochures, as requested by NSO units using the color copier/printer/scanner. Other tasks include gathering designated print materials and assembling informational packets, copying/scanning documents, organizing and assisting with event preparation.	

Neighborhood Service Organization
NSO Central Office
882 Oakman Blvd., Suite C • Detroit, MI 48238
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NSO HARPER-GRATIOT MULTI-SERVICE CENTER (HGMSC)

NSO Harper-Gratiot Multi-Service Center (HGMSC) located on Detroit's Eastside provides comprehensive coordinated and accessible health and human service programs to the community in one convenient location.

Opportunity :	General Office Support	Type: Individual - Ongoing
Availability:	Able to volunteer at least one 3-4 hour shift weekly on either Monday, Tuesday, Wednesday, Thursday or Friday between 9:00 am - 4:00 pm	
Needed:	1 Volunteer per Shift	Location: Harper-Gratiot Multi-Service Center
Description:	Volunteers with basic office skills are needed to assist at HGMSC. If you are looking to refresh your skills or are retired but want to stay busy, we can use your help. Assisting with filing, copying, basic data entry and more will allow staff to provide more services to those in need of support. The ideal volunteer candidates would be able to make an ongoing commitment to work one or two days a week for 4 to 6 hours.	

NSO EMERGENCY TELEPHONE SERVICE / SUICIDE PREVENTION CENTER (ETS/SPC)

NSO Emergency Telephone Service / Suicide Prevention Center (ETS/SPC) has provided free, 24-hour telephone crisis intervention, suicide prevention and information and referral services since 1978. Note: We do not utilize volunteers to answer ETS/SPC phone lines. These phone lines are always answered by trained master-degree staff.

Opportunity :	Office Support	Type: Individual - Ongoing
Availability:	Able to volunteer one 3-4 hour shift weekly on either Monday, Tuesday, Wednesday, Thursday or Friday between 9:00 am - 4:00 pm	
Needed:	1 Volunteer per Shift	Location: NSO Bell Building
Description:	Volunteers with excellent computer skills are needed to assist at ETS/SPC. Experience using Microsoft Office Suite (Word, Excel, Publisher, PowerPoint). Volunteers will help the department update their files online and off.	

Opportunity :	Phone Follow Up Assistant	Type: Individual - Ongoing
Availability:	Able to volunteer one 3-4 hour shift weekly on either Monday, Tuesday, Wednesday, Thursday or Friday between 9:00 am - 4:00 pm	
Needed:	1 Volunteer per Shift	Location: NSO Bell Building
Description:	Volunteers with friendly professional communication skills are needed to make follow-up calls to non-emergency callers to determine if their needs were met by the resources provided during their call to ETS/SPC. Volunteers will be required to track follow-up responses and enter them into an Excel spreadsheet. <i>Note: An ongoing commitment is required for this opportunity along with several days of onsite training.</i>	

NSO HOMELESS RECOVERY SERVICES – NSO BELL BUILDING

NSO Bell Building provides permanent supportive housing for formerly homeless individuals and surrounds them with the support services needed to overcome their personal challenges.

Opportunity :	Volunteer Nurse (Individuals)	Type: Individual - Ongoing
Availability:	Able to volunteer one 3-4 hour shift weekly on either Monday, Tuesday, Wednesday, Thursday or Friday between 9:00 am – 5:00 pm	
Needed:	1 Volunteer per Shift	Location: NSO Bell Building
Description:	The Volunteer Nurse position requires coordinating care of tenants within an apartment building setting with case managers including, but not limited to, performing health assessments, encouraging adherence to medication treatment regimens, and providing holistic support to promote healthy behaviors and lifestyles. We encourage our tenants to consult with our on-site nurse case manager to address basic health care needs and coordinate with their health care providers. Many of our tenants do not have regular contact with primary care physicians. We welcome volunteers who have a deep and vested interest in helping our clients to achieve their life goals, hopes and dreams. You can establish days, times and frequency of service.	
Opportunity :	Computer Lab Monitor (Individual)	Type: Individual - Ongoing
Availability:	Able to volunteer one 3-4 hour shift weekly on either Monday, Tuesday, Wednesday, Thursday or Friday between 9:00 am – 7:00 pm or Saturday between 10:00 am – 2:00 pm	
Needed:	1 Volunteer per Shift	Location: NSO Bell Building
Description:	Volunteers with high-level computer skills are needed to monitor the NSO Bell Building Computer Lab. Volunteer Monitors increase Bell residents' access to the Computer Lab and free staff to assist residents in other ways. Volunteers would assist Bell residents with basic computer usage including email, web searches, completing online forms and applications, etc. They will also ensure that equipment is utilized correctly and it is not removed from the Computer Lab. Friendly, knowledgeable and patient volunteers will enjoy helping residents with limited computer skills to broaden their access to the world. You can establish days, times and frequency of service.	
Opportunity :	Monthly Birthday Celebrations	Type: Groups – One Time
Availability:	Celebrations generally take place on Monday, Wednesday, or Friday between 10:00 am – 7:00 pm and Saturday between 10:00 am – 2:00 pm	
Needed:	1 Group per Month	Location: NSO Bell Building
Description:	Volunteer Groups are needed to host a Monthly Birthday Celebration for residents at the NSO Bell Building. Host groups would be responsible for providing an activity and cake and beverages for approximately 40 residents. Activities might include a DJ, Karaoke, Bingo, Movie, Craft Project, Game Night, etc. Residents whose birthdays take place during the month should be acknowledged. <i>(Note: Groups should plan on refreshments for 40 (cake, snacks, beverage) and any paper goods needed.)</i>	

Opportunity : **One-Time Group Activities** **Type:** Groups – One Time

Availability: Days and Times to be determined

Needed: 2 Activities per Month **Location:** NSO Bell Building

Description: Faith, Business and Community Service Groups may be interested in hosting a One-Time Group Activity for residents at the NSO Bell Building. Groups would be responsible for bringing resources needed for the activity. Ideas for One-Time Group Activities include:

Group Activity Ideas:

Game Night	Holiday Celebrations
Movie Night	Dance Party (DJ)
Sports Outing (Tiger Tickets, etc.)*	Bingo
Bowling Night*	Talent Contest
Theatre Outing (Play, Musical, Comedy)*	Poetry Night
BBQ	
Basketball Half-Court Tournament	*Transportation Required

Opportunity : **Share your Talents, Knowledge & Skills** **Type:** Individuals & Groups – One Time & Ongoing

Availability: Able to volunteer one 3-4 hour shift weekly on either Monday, Tuesday, Wednesday, Thursday or Friday between 9:00 am – 5:00 pm

Needed: 2-3 Activities per Month **Location:** NSO Bell Building

Description: Do you have talents, knowledge or skills you would like to share with NSO Bell Residents by providing a one-time workshop? Below are a few areas that Bell residents have expressed an interest in learning.

Talents, Skills, & Knowledge Ideas:	Knitting	Pool	Basic Cooking Skills	Massage Therapist
	Crocheting	Foosball	Healthy Cooking	Barber
	Sewing	Board Games	Healthy Shopping	Hair Stylist
	Drawing	Card Games	Personal Budgeting	Event Planner
	Painting	Chess	Resume Writing	Librarian
	Jewelry Making	Basketball	Job Interviewing	Teacher
	Pottery or Clay	Aerobics	Parenting Education	Musician
	Holiday Crafts	Walking	Personal Hygiene	Music Teacher
	Puzzles	Running	Cleaning Skills	Artist/Art Teacher
	Reading	Tai Chi	Shopping on a Budget	Tutoring (GED)
	Music		Gardening	Tutoring (Literacy)
				Computer Skills

To register or learn more about these volunteer opportunities or to discuss your ideas, contact:

Denise Figurski
NSO Special Events & Volunteer Manager
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