



## Interested in doing something meaningful, challenging & rewarding?

JVS is looking for volunteers who can work two to three hours on weekdays, generally between 9 a.m. and 3 p.m., on a weekly or bi-weekly basis.

More information: Dorothy Moon / 248-233-4392 / [dmoon@jvsdet.org](mailto:dmoon@jvsdet.org)

# JVS Volunteer Opportunities

### Caring Companions, Southfield

Assist older adults with developmental disabilities or memory disorders by engaging them in meaningful and productive activities.

Contact: Kirk Jude Goddard / 248-233-4310 / [kgoddard@jvsdet.org](mailto:kgoddard@jvsdet.org)

### Work Center, Southfield

Work with adults who have developmental disabilities, mental illness or a traumatic brain injury in our work center. Assist with production-related activities, such as work distribution, quality control, counting and weighing completed work, etc.

Contact: Kirk Jude Goddard / 248-233-4310 / [kgoddard@jvsdet.org](mailto:kgoddard@jvsdet.org)

### Activities Program, West Bloomfield

Assist and interact with senior adults with developmental disabilities and adults with chronic mental illness as they enjoy indoor activities or community outings. Help set-up for lunch and assist staff with other daily task.

Contact: Dina Rudashevski / 248-661-8100, ext. 11 / [drudashevski@jvsdet.org](mailto:drudashevski@jvsdet.org)

### Health Services, Southfield

Assist the JVS nurse with collating, filing, maintaining health records, and interviewing clients about their satisfaction with JVS services.

Contact: Linda Horton / 248-233-4350 / [lhorton@jvsdet.org](mailto:lhorton@jvsdet.org)

### Clerical Assistance, Southfield & Detroit

Assist with general clerical duties, such as filing and preparing materials for filing by alphabetizing, sorting, collating and three-hole punching; assembling and maintaining various packets/binders of information; typing labels and assembling file folders.

Southfield Contact: LuAnn Goewey / 248-233-4372 / [lrepka@jvsdet.org](mailto:lrepka@jvsdet.org)

Detroit Contact: Bambi Hites / 313-833-8100 / [bhites@jvsdet.org](mailto:bhites@jvsdet.org)

### Memory Club, Southfield & West Bloomfield

Assist program coordinator in providing memory-enhancing activities for older adults with mild memory loss. Tasks also include serving lunch and light clean-up at the end of the day.

Contact: Ronnie Berman / 248-233-4247 / [rberman@jvsdet.org](mailto:rberman@jvsdet.org)

### Garden Assistance, Southfield

Maintain the beauty of the JVS garden and gazebo. Select and plant flowers, split or transplant perennials, and remove weeds. Flexible hours to creatively design beds and enjoy the outdoors.

Contact: Susan Earp / 248-233-4280 / [searp@jvsdet.org](mailto:searp@jvsdet.org)



## **David B. Hermelin ORT Resource Center, West Bloomfield**

Speak to students learning MS Office 2010 about how you, as an employer or hiring manager, value updated computer skills. For those proficient in MS Office 2010, provide assistance in the classroom or during open lab.

**Contact: Karen Gutman / 248-233-4230 / [kgutman@jvsdet.org](mailto:kgutman@jvsdet.org)**

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## **Speed Networking, Southfield**

Help job seekers learn the art of networking. Rate individuals on their skills and refer them to a friend, colleague, business, or job opening if appropriate.

**Contact: Karen Gutman / 248-233-4230 / [kgutman@jvsdet.org](mailto:kgutman@jvsdet.org)**

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## **Employer Forum, Southfield**

Join a panel of employers to discuss your industry with job seekers. Discussions cover topics such as specific occupations, required skill sets, the characteristics of people you hire, salary ranges and job openings. Events held quarterly. Volunteers are asked to participate no more than twice a year.

**Contact: Karen Gutman / 248-233-4230 / [kgutman@jvsdet.org](mailto:kgutman@jvsdet.org)**

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## **Holiday/Seasonal Celebrations and One-Day Workshops, Southfield & Detroit**

Help JVS staff implement special events for clients. Includes planning and setting up before events, serving food and socializing with participants and their families during events.

**Contact: Dorothy Moon / 248-233-4392 / [dmoon@jvsdet.org](mailto:dmoon@jvsdet.org)**

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## **Dorothy & Peter Brown Jewish Community Adult Day Care Program, Southfield**

Help older adults with Alzheimer's disease and related disorders to enhance their lives by:

- Offering one-on-one attention to participants during program activities by serving snacks/lunch or accompanying participants during community outings
- Sharing special talents such as music, art or gardening with participants or bringing your children, grandchildren or well-behaved pet in for a visit
- Assisting with general office duties and/or helping publicize the program in the community

**Contact: Dorothy Moon / 248-233-4392 / [dmoon@jvsdet.org](mailto:dmoon@jvsdet.org)**

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## **Senior Service Corps, Southfield**

Assist seniors who prepare mailings for nonprofit agencies on Mondays and Wednesdays by:

- Distributing materials, assisting with quality control and gathering/boxing completed work
- Working individually with volunteers who require assistance with their assignments

**Contact: Barbara Peltz / 248-233-4432 / [bpeltz@jvsdet.org](mailto:bpeltz@jvsdet.org)**

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