

# Alta Vista Center for Autism

## *The Art and Science of Effective Intervention*

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### 2008-09 VOLUNTEER PROJECTS

Parent and community volunteers are an integral and welcome part of our community. There is a wide variety of volunteer opportunities available. Thank you in advance for your willingness to support our Center, fellow parents, staff, and most importantly, the children.

If you are interested in one or more of the volunteer positions, please check the job(s) below and return to the Center, attn: Shannon or email Shannon at [shaggerty@altavista-autism.org](mailto:shaggerty@altavista-autism.org)

#### Facilities and Grounds

Basement Organizer Needed! : We need someone to remove and organize supplies in our basement.  
**Time commitment:** 2-4 hours. Great project for a couple of people.

#### Grounds maintenance

We'd love to have someone help us keep our grounds looking nice. Projects include:

- Eradicate the weeds from the perimeter of the building and playgrounds
- Remove dead trees and limbs
- Leaf pickup and tree trimming
- Install mulch in Early Childhood playground and south side
- Landscaping plan and implementation

**Time commitment:** One time assistance, or ongoing, as you like.

#### Community Garden

Build one or two community gardens for our children to use and learn

**Time commitment:** One time commitment to set up and teach staff how to maintain

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#### Skilled Labor

##### Electrician needed

We have the following needs:

Install 2 receptacles; 1 in computer room, 1 in office on 2<sup>nd</sup> floor. Leave 2 extra circuits in 2<sup>nd</sup> floor hallway for future. Install hook ups for washer and dryer in leisure room but check impact against existing electrical capability. Determine if subpanel needed upstairs

Also:

- Install water spigot at the front of the building
- Install electrical outlets on outside of the building

**Time commitment:** One time projects

##### Bookkeeping assistance

Our finance director would love assistance in the bookkeeping area. We are looking for someone with time/background/interest to help on a weekly basis with accounts receivable, payables, and other areas.

**Time commitment:** Because of the nature of the business, we need someone who can commit 4-8 per week for at least six months.

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## Classroom or Creative

### Materials Prep

We need regular volunteers to help teachers make workbook tasks, laminate, and create educational and teaching materials for our students.

**Time commitment:** 2-4 hours per month, or more if possible

### Art Volunteer/Art Therapist:

Someone to work with our teachers to manage and run an art project(s), including gathering materials and preparing for the art lesson for school aged children. You don't need to be an artist, just know how to have fun and offer creative ideas!

**Time commitment:** 2-4 hours per month, or more if possible

### Cooking Volunteer:

Someone to work with our teachers to manage cooking projects, including gathering materials and preparing for the cooking lesson for school aged children. You don't need to be a chef, just organized and willing!

**Time commitment:** 2-4 hours per month, or more if possible

### Curriculum Aide

Assist our curriculum coordinator to organize and prepare curriculum for classrooms. We will show you what to do. This job involves copying materials, labeling, and simple prep work.

**Time commitment:** 1-2 hours per week, or more if possible

### Early Childhood Program Volunteer

We are looking for volunteers for our early childhood program to play and work with our toddlers and preschoolers ages 18 months to 5 years old. Volunteers are need for 1-3 days/week to reinforce and assist with our social development goals for young children with autism. **This is a great opportunity for anyone interested in playing with small children and/or learning about autism!!**

**Time Commitment:** Because of the relationship-building component of this program, interested volunteers should be willing to make at least a six month commitment.

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## Computers and IT

### Software Inventory

Complete inventory of software in our Early Childhood and school aged programs. Name and label each computer in each classroom, and help organize software according to computer (e.g. educational software on educational computers, etc).

**Time commitment:** One time project, 3-4 hours

### Folders and bookmarks

Create individual student folders on each classroom computer, with favorite internet sites, activities, etc. You would set this up with our guidance, and demonstrate to the teachers so they could maintain the folders going forward.

**Time commitment:** One time project, 3-4 hours

**Please search your hearts and schedules and see if you can give some time and energy to making the Alta Vista Center the absolute best place for our children and families! This is also great opportunity to build your workplace and volunteer experience with a local nonprofit organization. THANK YOU!!**

**If you are interested in one or more of the volunteer positions, please complete this form and return to the Center, attn: Shannon or email Shannon at [shaggerty@altavista-autism.org](mailto:shaggerty@altavista-autism.org)**