America Reads and Counts

Agency Description:
America Reads and Counts is a tutoring program in which Normandale students work within the Bloomington Public School District to help kindergarten through high school children improve their reading and math skills.

Position Description:
Normandale students tutor Bloomington Public School children in grades K-12 in reading or math. Tutors spend 1.5 to 4 hours a week during a set time at a Bloomington school. Most tutors work one-on-one with students or will help a number of students in a classroom. Some tutors assist in an after-school homework help program. Tutoring positions are generally between the hours of:

- Mondays: 7:45 am and 4:15 pm
- Tuesdays: 7:45 am and 7:30 pm
- Wednesdays: 7:45 am-4:15 pm
- Thursdays: 7:45 am and 4:15 pm
- Fridays: 7:45 am-2:30 pm

If you qualify for work study you can get paid to tutor. We do our best to work around your schedule when we place you as a tutor. You will need your own transportation to and from the school; several schools are on the bus line. You must also pass a background check (no cost to you). While previous tutoring experience is helpful, it is not required to apply. New tutors attend a required training session. The program seeks applicants with the desire to help a child succeed and the energy and time it takes to make this commitment.

How to Apply:
Submit an online application by the application deadline: Thursday, September 7th

The application instructions and link are online at www.normandale.edu/arac. Application process:

1. Submit an online America Reads and Counts Normandale application. The application link is at www.normandale.edu/arac. You must complete BOTH the Normandale and Bloomington Public Schools application.
2. Submit an online application to the Bloomington Public Schools. The application link is at www.normandale.edu/arac. You must complete BOTH the Normandale and Bloomington Public Schools application.
3. **Sign up for an interview.** Once you submit the online applications you will get an email with a link to sign up for a brief interview. The interviews are at Normandale with a Center for Experiential Education Coordinator.

4. **Respond to the background check email.** After you submit your application you will receive an email from administrator@rhis.com that you must respond to. If you don’t see the email check your junk folder.

Contact the Center for Experiential Education with any questions: (952) 358-8119 or servicelearning@normandale.edu.

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**Ginew/Golden Eagles**

**Agency Description:** The Ginew/Golden Eagle program is an after school prevention program serving at-risk Native American youth ages 5-18 in South Minneapolis. The goal of the program is to help American Indian youth develop and strengthen skills they need to make positive life choices and live healthy lifestyles. Ginew Golden Eagle is located in the Minneapolis American Indian Center at 1530 E Franklin Ave Minneapolis, MN 55404.

**Position Description:** Volunteers assist with the after school prevention program including helping with homework during the Indian Youth Study Time and helping kids get involved with sports during the recreation time. Volunteers also help prepare meals occasionally and assist with programming and are encouraged to share their talents and interests.

**Schedule:** The after school program is Mondays through Thursdays at the following times:

- Monday 4:30-7:00 pm (5-10 year olds)
- Tuesday 4:30-7:00 pm (5-10 year olds)
- Wednesday 4:30-8:00 pm (11+ year olds)
- Thursdays 4:30-8:00 pm (11+ year olds)

**How to Apply:** Contact Julie Green, Program Director, at jgreen@maicnet.org or by phone at (612) 879-1708 to apply. *(E-mail is preferred)*.

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**The Landing at Three Rivers Park District**

**Agency Description:** The Landing was originally established in 1969 as a living history museum depicting life in Minnesota from 1840s - 1890s. That purpose continues today. The 88-acre site resides along the Minnesota River near Shakopee. The site home to a gristmill, inn, and ferry crossing, the only documented, authentic settlement era structures.

Three Rivers Park District acquired The Landing in 2002. The mission of this living-history park is to interpret how people, for thousands of years, have connected to the Minnesota River and its surrounding natural and cultural resources.

**Position Description:**

Education Assistant (Four Positions Available) Participate in school program delivery for visiting school groups. Will have the option to dress in 1800s era clothing.

**How to Apply:** Contact Richard Williams at 763-694-7786 or rwilliams@threeriversparkdistrict.org.
Simpson Housing Services

Agency Description: In the heart of Minneapolis, Simpson Housing Services offers a variety of services that strive to bring people in off the street and help them find and obtain stability. Their mission is to house, support and advocate for people experiencing homelessness.

Position Description: Simpson Housing Services’ shelter provides one-on-one advocacy services and overnight shelter for 22 women and 44 men every night of the year. Shelter guests may stay at the shelter from 30 days to three months, depending on their situation. Staying at the shelter provides individuals with housing advocacy, healthcare services, toiletry and basic clothing supplies, showers, lockers, and three meals a day. Simpson’s goal is to help shelter guests move into safe, affordable, and stable housing as soon as possible. Around 120 individuals move out of the shelter and into their own home each year.

Three Shelter Support volunteer shifts are available every day of the year:

- Evening Shift: 4:45 pm - 10 pm
- Overnight Shift: 9 pm – 7 am, this includes a sleeping shift from 11 pm – 4 am
- Morning Shift: 7 am - 9 am

Volunteers assist staff with welcoming guests to the shelter, distributing supplies, providing wake-ups, and answering questions. Volunteers must be 18 years old or older and orientation and training is provided. Shifts are available every day of the year and scheduling is done online. This site requires a **minimum commitment of 50 hours in a 6 month period**.

Timeframe: This volunteer opportunity is available 7 days a week, year round.

Benefits: Service-learning at the shelter is an excellent way to provide a direct service to people experiencing homelessness and talk with people you've never met before. Past service-Learning students have said the following:

- "The most rewarding aspect of volunteering has been the impact we make on the guests' lives. They seem so pleased when a familiar face continues to volunteer, it makes their day and it also makes mine. It is also rewarding to see so many people laying their head down in a shelter, versus outside."
- "Doing something for someone other than myself is a privilege and Simpson makes it easy to make this a habit."
- "I really liked hearing 'thank you' from the guys, being able to fix a plate for the late arrivals, hearing their stories and making that human connection, learning more about myself, seeing an improvement in my patience and humility."
- "I enjoyed the great conversations with intelligent men and working with really great, well rounded staff."
- "Some of the Simpson guests are wonderful people and great conversationalists, but sitting down and having meaningful exchanges on the sidewalk is not an option. Simpson provides a safe place to get to know new people and learn from their life experiences. I appreciate this interaction."

How to Apply:

Please see our volunteer process below.

1. Complete our online application: [http://www.simpsonhousing.org/volunteer_ap.html](http://www.simpsonhousing.org/volunteer_ap.html) by noon on Friday, **September 9th**. Be sure to select “Shelter Support Volunteer” in the volunteer position drop down menu.
2. Simpson staff will review the application and contact you to schedule a 15 minute phone interview for Tuesday, **September 12th**.
3. Volunteers who are accepted will be invited to register for an orientation session.
4. After orientation, Simpson Housing Services will process a criminal background check. When that is complete, you will be invited to schedule a training shift.
5. The minimum commitment is to share 50 hours in a six month period.
Contact Christina Giese at cgiese@simpsonhousing.org or (612) 455-0859 with questions.

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**Metro South Adult Basic Education**

**Agency Description:** Metro South Adult Basic Education provides basic educational opportunities to adults in Bloomington, Eden Prairie, Edina, and Richfield. Classes are offered in the areas of GED test preparation, high school diploma programs, English as a Second Language (ESL), and basic skills such as reading, writing, and mathematics.

**Position Description:**
In general, we seek volunteers who assist instructors and students in ESL and adult basic education classes. We have a variety of volunteering locations and options. All classes are led by licensed ESL teachers and all students are adults learning English at various levels. Volunteers generally serve for 1.25-2 hours per week for the duration of the semester.

1) **Metro South Main Campus Tutor:** Tuesdays or Thursdays from 11:15 am-12:30 pm volunteers assist teachers and adult ESL students with 4th grade and higher reading skills in our STAR reading program. Location: 2575 W. 88th St., Bloomington, MN 55431.
2) Assist adult ESL students 1-1 with reading skills M and/or W evenings 4:45-6pm.
3) **Hennepin Technical College Tutor:** Mondays through Fridays 12:30-2:00 pm volunteers assist teachers and adult ESL students with reading skills. Location: Hennepin Technical College, 13100 College View Drive, Eden Prairie, MN 55347.
4) **Additional Opportunities:** We have additional morning, afternoon, and evening weekday opportunities.

**How to Apply:** Call or email Mary Jo Bayliss, Volunteer Coordinator, at 952-681-6114, mbayliss@bloomington.k12.mn.us
Service-Learning Steps
www.normandale.edu/cee

1 **Choose a Community Partner:** Visit [www.normandale.edu/cee](http://www.normandale.edu/cee) for information about our service-learning partners under “Key Partners.” If your desired volunteer site is not on your professor’s list, it MUST BE APPROVED by your professor.

2 **Apply with the Community Partner:** Follow the “How to Apply” steps in the partner description. Inform the partner that you are a Normandale service-learning student and the number of hours you need to complete. Fill out the partner’s application (if required). Set up a training time (if required) and schedule your service hours. Make sure your schedule works with the partner’s needs and that you’re able to complete the required hours before the deadline.

3 **Online Service-Learning Registration:**
   Once you have completed Step 2, complete the service-learning registration.
   1. Visit [www.normandale.edu/cee](http://www.normandale.edu/cee)
   2. Scroll down, and click on “SERVICE-LEARNING REGISTRATION”
   3. Under “Step 3”, again, click on “SERVICE-LEARNING REGISTRATION”.
   4. Fill out form provided. Information you will need: email address; Student ID number; term; professor name; the community partner(s) you will be serving with; and class with section number: ____________________
   5. **IF YOU ARE UNDER 18** – PRINT OUT the waiver form, THEN click “Submit”. Get a parent/guardian signature on the printed waiver form and return the waiver to C1066.

   **Deadline to Register Online:** ____________________

4 **Complete and submit your service hours:** Complete the number of hours required by your professor and by the partner. The Community Partner must EMAIL a confirmation of your completed service hours to the Center for Experiential Education: servicelearning@normandale.edu (must be sent from an organization email address and include your total hours) OR you can turn in paper documentation of your hours to C1066 (must be on letterhead, signed by your site supervisor, and detail the total hours with your service date(s)).

**Deadline to Turn in Hours:**

**Questions?** Contact the Center for Experiential Education Office: C1066
servicelearning@normandale.edu (952) 358-8119