Partnership Academy

**Adult Options in Education**

[www.adultoptions.org](http://www.adultoptions.org)

**Agency Description:** Free, local classes include English as a Second Language, Adult Basic Education (for adults who want to acquire or improve their math, reading, grammar or writing skills), and GED preparation and testing.

**Position Description:** Class sites are the Community Education Centers in Hopkins, Minnetonka, St. Louis Park and St. Louis Park High School. Classes are held mornings, afternoons, and evenings. Adult students can enroll in class throughout the year. Most volunteers work closely with classroom teachers to implement academic lessons, lead small groups, tutor GED and English as a Second Language students. Volunteers may help with conversation groups, math, reading, writing, computer skills and more. Volunteers can assist with childcare and in the computer lab for online learning program. Volunteers may also help with outreach, marketing, and assessment.

**How to Apply:**

**Tutoring Opportunities:**
Contact the lead teacher at the school district community center that works best for you:
- Minnetonka: Mayo Hart: 952-401-6839
- St. Louis Park: Elizabeth Miller 952-928-6207
- Hopkins: 952-988-4096
- Or email [adultoptions@hopkinsschools.org](mailto:adultoptions@hopkinsschools.org)

**Outreach/Marketing/Assessment Opportunities:**
Contact Jane Kono at [Jane.Kono@hopkinsschools.org](mailto:Jane.Kono@hopkinsschools.org) or by phone at 952-988-5343.

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**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 elementary and middle 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 2-4 hours a week during a set time at a Bloomington school, tutoring the student in math or reading. 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 between the hours of 8:00 am and 4:30 pm Monday-Friday. We do our best to work around your schedule when we place you with a classroom. 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). Tutoring in this position comes with many rewards, offering each tutor a chance to make a difference in a child’s life, gain valuable skills, and build their resume. 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 10th at 4:00 pm
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
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

Ginew Golden Eagles

http://www.maicnet.org/programs/ginewgolden-eagle/

Agency Description: The Ginew/Golden Eagle program is an after school prevention program serving at-risk Native American Indian youth ages 5-18 in South Minneapolis. The goal of the program is to help Native American Indian youth develop and strengthen skills they need to make positive life choices and live healthy lifestyles. Ginew Golden Eagles 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 and assist with cultural programs.

The after school program is Mondays through Thursdays at the following times: Monday 5:00-7:30 pm (8-10 year olds), Tuesday 5:00-7:00 pm (5-7 year olds), Wednesday and Thursdays 5:00-8:00 pm (11+ year olds).

How to Apply: Contact Rachel Greenwalt, Youth Activity Coordinator, at rgreenwalt@maicnet.org or by phone at 612-879-1754 to apply. Applying before Friday, September 11th is highly encouraged

Lifeworks

www.lifeworks.org

Agency Description:
Lifeworks Services is a nonprofit organization that helps people with disabilities live fuller lives that are integrated into the flow of community experience. Through employment at area businesses, social enrichment opportunities, and customized support services, Lifeworks provides the tools clients need to build the lives they want to live. For more than 40 years, we have collaborated with employers, volunteers, and government agencies to create expanded opportunities for people with disabilities.

Locations: We have centers located in Apple Valley, Bloomington, Brooklyn Park, Eagan, Hastings and Mankato. We offer a Supported Employment program for people who have work as a goal. These individuals work in the community at more than 300 business’s and are supported by our staff who act in the role of a job coach. For people who do not have work as a goal we have a Life Enrichment program, offering a large variety of activities, opportunities to access the community, participate in groups and receive therapies (music, speech, occupational and physical).

Position Description:
Normandale students can lead groups to discuss social skills and participate in role playing opportunities, play board or computer games, pursue personal interests with individuals such as travel, crafts, reading, current events, sports or art. You may work one to one with individuals on the computer developing writing skills, helping with resumes, or learning overall technology skills. Students will not be left alone with clients and will be supervised by Lifeworks staff at all times. You will have access to our supervisors and direct care staff to ask questions and receive information related to our clients and organization. This is an opportunity to learn, grow and to make a difference in someone’s life. I hope you will consider joining us!

Guidelines:
We require a minimum of a 20 hour commitment, two hours per week for the ten week semester. Our centers accept students Monday through Friday between the hours of 8:00 am and 2:00 pm. We do not have opportunities in the evening or on the weekends. How to Apply: If students are interested in service learning with Lifeworks Services, Inc. they should call Emily Giannobile at 651-365-3738 or email egiannobile@lifeworks.org. They need to complete a brief training regarding dignity and respect for people with disabilities and general information regarding the organization.

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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) **Normandale Adult Basic Education Tutor:** Metro South Adult Basic Education offers free College Prep classes in Reading, Writing, and Math held at Normandale Community College in the Tutoring Center. Tuesdays or Thursdays between 4:00-9:00 pm students can assist the teacher and adult ESL students with pre-college reading and writing skills needed to pass the Normandale placement tests.

2) **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.

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
Oasis for Youth

www.oasisforyouth.org

Agency Description: Oasis for Youth provides services for youth ages 16-21 who are struggling with homelessness and housing stability in Bloomington, Richfield and Edina. We are a volunteer-driven, community-supported tax exempt 501(c)3 corporation. Oasis for Youth operates a drop-in resource center. We provide onsite support and services as well as referrals to resources for shelter, counseling and medical assistance. We are participants in the Suburban Host Home Program that recruits, screens, trains and supports volunteer hosts for homeless youth.

Drop-In Resource Center
Hours: 2:00-5 p.m., Monday through Friday.
Our work begins with assessing the strengths and needs of a youth regarding housing, basic needs, education, employment, safety, and wellness. Youth goal plans and supportive services help youth move toward stability.

Services:
On-site laundry and shower facilities
Computer/internet access
Personal hygiene products and school supplies
Clothing and Food
Tutoring and educational assistance
Employment Search assistance
A safe, comfortable and welcoming place to rest
Referrals to crisis shelter and supportive housing programs
Referrals to family/individual counseling, mental health services, medical assistance, social services, and legal advice
An evening meal is available at a community center one block away.

Position Description:
Drop-In Center Volunteers
A criminal background check and references are required, with a minimal cost paid by the volunteer. Volunteers in the drop-in center must be 21 years of age or older.

Volunteer shift hours are Monday through Friday from 2 p.m. until 5 p.m. Volunteers assist with set-up and closing of the center, which requires some light lifting and light cleaning. Volunteers help to provide a safe, warm and welcoming atmosphere for the youth who visit. On-site volunteer duties include welcoming youth, assisting with youth intake and goal plans, providing support to youth and referral information for services, assisting with various programmed activities, and assisting with use of laundry and computer facilities, as needed. Volunteers for tutoring, outreach, transportation, and youth programs are also needed and also need to be 21 years of age and complete a background check process and training.

Other Volunteer Opportunities
Other opportunities include helping with special events including clothing and hygiene supply drives and assistance with advocacy, outreach, fundraising, publicity and marketing. Host home program volunteers and host homes are also needed.

How to Apply:
1. Contact us: info@oasisforyouth.org and give us some basic information about yourself, how you heard about Oasis, what you are interested in, and how we might contact you.
2. Complete the Volunteer Application, Background Check Authorization, Confidentiality Statement and Driver's Release. You can download a PDF of the application online at www.normandale.edu/cee in the key partners section under Oasis for Youth.
3. Please attach an $8 check made payable to Bureau of Criminal Apprehension to cover the cost of the background check.
   a. Send the completed application documents and check to:
   b. Oasis for Youth
   c. Attn: Volunteer Coordinator
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.
Service-Learning Steps
www.normandale.edu/cee

1. Choose a Community Partner: Visit 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 about 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. Register On-line: Once you have completed Step 2, register online at www.normandale.edu/cee. 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: ____________________________.

   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).

   Deadline to Turn in Hours:

Questions?

Contact the Center for Experiential Education Office: C1066 (952) 358-8119
Paige Wheeler, Lead Experiential Education Coordinator paige.wheeler@normandale.edu (952) 358-9074
Gina Montilino, Experiential Education Coordinator gina.montilino@normandale.edu (952) 358-8677
Service-Learning Steps Flowchart

Listen to partner classroom presentations
(Online students look at the service-learning handout)

Decide which partner is the best fit for you

Contact the partner site and make sure your schedule fits with their needs

Fill out any paperwork the site requires

Register online with the Center for Experiential Education at
www.normandale.edu/cee

Do the service. Make sure you and/or the site document your service hours

Have the site supervisor email hours to servicelearning@normandale.edu or turn in signed letterhead with hours in to C1066 by the hours deadline