



Columbia State  
COMMUNITY COLLEGE

## **Inspiration Guide Book:**

*Make a Difference in Your Community  
by Volunteering*



[www.ColumbiaState.edu/Volunteer](http://www.ColumbiaState.edu/Volunteer)  
Sponsored by the Service Corps Pilot Program

## **Table of Contents**

President’s Greetings.....	3
Service Corps of Higher Education Volunteers .....	4
Why Should Students Volunteer in Their Communities? .....	5
How Can Students Become the Ideal Volunteer? .....	5
Think Outside the Box to Find Volunteer Opportunities .....	6-7
Participating Organizations ( <i>alphabetically</i> ) .....	7
• American Red Cross.....	7
• Boys & Girls Club of Maury County.....	8
• Caney Springs - Witness Wardrobe.....	8
• Caring Hearts Home Healthcare, LLC .....	9
• CASA of Maury County.....	9-10
• Center of Hope.....	11
• Columbia Children’s Museum (aMuse’um).....	11
• Columbia Police Department.....	12
• Department of Children’s Services .....	12
• The Family Center.....	13
• Giles County Help Center.....	13
• Girl Scouts of Middle TN .....	14
• Habitat for Humanity – Williamson/Maury .....	14-15
• Keep Maury Beautiful .....	15
• The King’s Daughters’ School .....	15-16
• Matthew 25 Thrift Shoppe.....	16
• Maury County Fire Department .....	17-18
• Maury County Parks and Recreation .....	18-19
• Maury County Public Library .....	19
• Maury County Senior Center .....	20
• Maury Magic Riders .....	20-21
• Maury Regional Medical Center .....	21
• NHC (National Healthcare Corporation) .....	21-22
• Pilot Club of Hohenwald .....	22
• Sonnenschein Green Initiative.....	22-23
• South Central TN Area Agency on Aging and Disability .....	23
• South Central TN Workforce Alliance: Project Learn Adult Education .....	23
• United Way of Maury County .....	24
Participating Organizations ( <i>by volunteer opportunity</i> ) .....	25-26

## President's Greetings



### Why Volunteer?

*"Volunteering creates a national character in which the community and the nation take on a spirit of compassion, comradeship and confidence." — Brian O'Connell*

As I consider the words of Mr. O'Connell, I bring them home to our community and as such I rewrite them to say, "Volunteering creates personal character for the individual and the community which builds a spirit of compassion, caring, and pride." There are many opportunities for students and adults to volunteer in our community.

This "Inspiration Guide Book" was developed with the idea of providing you, the reader, a listing of the many opportunities for involvement – a review for organizations and their needs for matching of your skills and talents. Contact information has been provided by the organization for your ease in knowing who to talk to about your interest in serving.

Columbia State also has opportunities for volunteering and it is through that opportunity that the Service Corps Pilot Program was initiated. If you are interested in knowing more about volunteering at Columbia State, please contact Dr. Christa Martin, Assistant to the President for Access and Diversity. The following page gives you additional information about our Service Corp.

Serving others through our personal gifts and talents is nourishment for our souls and joy for our hearts. It is my wish that each of you is filled with that nourishment and that joy – your fulfillment makes a difference in someone's life. It creates a diverse community fabric of caring, service, respect, duty, and responsibility that yields a vibrant community for living.

A handwritten signature in black ink, appearing to read "Janet F. Smith". The signature is fluid and cursive.

Janet F. Smith, Ph.D.  
President  
Columbia State Community College

*"Citizen service is the very American idea that we meet our challenges not as isolated individuals but as members of a true community, with all of us working together." — former President Bill Clinton*

## **Columbia State's Service Corps of Higher Education Volunteers**

The best way to find yourself is to lose yourself in the service of others -  
***Mahatma Gandhi***

Columbia State Community College was awarded a Tennessee Board of Regents Student Engagement, Retention and Success Grant for 2014 - 2015. The purpose of this project is to develop, implement, and formalize a Service Corps for Higher Education Volunteers Program as an integral part of Columbia State's goals of increasing student retention, success, and graduation rates, with emphasis on underrepresented populations including minorities, the economically disadvantaged, and adults.

The College will identify and solicit community members that can and will serve as volunteers who will engage students and assist faculty and staff by performing functions such as student mentoring, academic/career/financial advising, general support, special events, coaching and tutoring students, provide follow-up services to students with academic or administrative difficulty, serve as an information resource, etc. The Corps will function with multiple ongoing projects that are consistent with college-student needs.

All aspects of this program are to increase student retention and graduation rates, with emphasis on underrepresented populations. This program is highly supportive of the initiatives of the State of Tennessee (**Drive to 55, Complete College Act and TN Promise**) and the strategic goals of the Tennessee Board of Regents for increased graduation and retention rates.

Faculty, staff, student and community volunteer programs have aided and been very productive in the healthcare and social services organizations. With the baby boomers retiring in mass numbers and with their interest for meaningful involvement during retirement, the development of a volunteer service corps for higher education is a natural fit. Our volunteer program can have enormous fulfillment for the volunteer and outcomes for our students that can be life changing.

For volunteer opportunities, contact:  
Columbia State Community College-Access and Diversity  
Dr. Christa Martin Assistant to the President  
931-540-2644  
cmartin@columbiastate.edu

## Why should students volunteer in their communities?

Volunteerism can be an invaluable extension of your education and a pathway to discovering the person you were meant to be.

- Impact your community for good.
- Build resumes, gain references, and secure future employment.
- Gain valuable experience in multiple fields of interest that may help you select a major.
- Meet the financial aid requirements of the Tennessee Promise initiative. *Reminder: Students enrolled in Tennessee Promise must volunteer a minimum of eight hours BEFORE the first day of fall semester. Get a head start by taking advantage of this opportunity to connect with area organizations and secure a volunteer opportunity for this summer.*
- Many college admissions and scholarship requirements encourage and/or require community service experience.
- Have fun networking and making friends.

## How Can Students Become the Ideal Volunteer?

Call the organization you plan on supporting **BEFORE** arriving.

### ASK:

1. "Can I volunteer at your organization?"
2. "What are my responsibilities?"
3. "What is the appropriate dress?"
4. "Do I need to bring any tools, supplies, lunch?"
5. "What is the exact time and place?"
6. "How long should I plan on staying?"
7. "Who is my contact person when I arrive?"
8. "May I take photos while volunteering?"

**NOTE:** Your volunteer experiences may bring you in contact with the disadvantaged, the young or the downtrodden. Be sensitive to their security rights and privacy needs. While volunteering, keep your social media involvement to a minimum.

## Think Outside the Box to Find Volunteer Opportunities

**Civic Organizations:** Many national organizations have local chapters, college branches and, volunteer opportunities that extend for a lifetime. Check your local listing for opportunities near you.

- **American Legion**  
<http://www.legion.org/volunteers>  
The club participates in many volunteer opportunities. They are an excellent reference for learning more about volunteer opportunities in your area.
- **Civitan Club**  
<http://civitan.org>  
Check out the Junior Civitan and Campus Civitan clubs.
- **Lions Club**  
<http://www.lionsclubs.org>  
Check out the many opportunities to get involved in today important issues: literacy, the environment, community outreach, global issues, health (hearing, sight, diabetes) disaster relief and more.
- **Kiwanis**  
<http://www.kiwanis.org/kiwanis/clubs-for-every-age>  
Programs include international clubs.
- **Rotary**  
<https://www.rotary.org>  
Rotaract: 18-30 years-old; geared towards college students  
Interact: 12-18 years-old; geared towards high school students

**State and National Organizations** have official volunteer programs than you can participate in long-term as well as periodic events which need your assistance.

- Red Cross - <https://www.redcross.org>
- United Way - <http://www.unitedway.org>
- Habitat for Humanity - <https://www.habitat.org>
- March of Dimes - <http://www.marchofdimes.org>
- State and Local Parks and Recreation Departments -  
<http://tnstateparks.com/about/get-involved>

**Volunteer Organizations:** Reference databases for volunteer opportunities in your neck of the woods.

- Hand on Nashville - <http://www.hon.org>
- Points of Light - <http://www.pointsoflight.org> and <http://www.allforgood.org>

**Colleges and Universities:** Colleges and universities have civic clubs and service organizations in which you can participate. Check out your local Learning Services department or Student Services to find out what is happening on at your college campuses.

#### **Hospitals and Nursing Homes**

- Many hospitals have volunteer programs with strict guidelines and associated costs (i.e. blood work and background checks). They are great resume builders and provide real-world experience.
- Nursing homes tend to be more flexible and encourage small acts of service and client interaction.

### **Organization Profiles for Volunteering**

**Name:** American Red Cross

**Location:** Clarksville, TN

**Phone:** 931-645-6401

**Facebook:** American Red Cross of TN River

**Web Address:** [www.redcross.org/tn/Clarksville](http://www.redcross.org/tn/Clarksville)

**Mission:** Help others in time of disasters.

**Volunteer Opportunity A:** College Disaster Action Teams for disaster response (i.e., house fires)

**Volunteer Opportunity B:** Event-based volunteers to recruit volunteers

**Volunteer Opportunity C:** Sheltering Team Members to help at shelters during a disaster

**Volunteer Opportunity D:** Community Partner Volunteer to assist with presentations – preparedness

**Name: Boys & Girls Club of Maury County**

**Location:** 210 West 8<sup>th</sup> Street, Columbia, TN

**Phone:** 931-490-9401

**Twitter:** @bgcmaury

**Facebook:** www.facebook.com/bgcmaury

**Mission:** To enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens.

**Notes to Volunteers:** A \$36 background check and fingerprinting (paid by the volunteer) is required to work with youth on a regular basis. The volunteer is reimbursed the \$36 after six months of volunteerism.

**Volunteer Opportunity A:** Homework Help between 4-5 p.m. Monday through Friday.

**Volunteer Opportunity B:** Cleaning and organizing at the Club during the weekday hours of 9 a.m. – 2 p.m. A background check is not required.

**Volunteer Opportunity C:** Renovations at the Teen Center: skilled and unskilled laborers welcome for painting, construction, moving office furniture or boxes, etc.

**Volunteer Opportunity D:** Professional Services Volunteer with skills in graphic/web design, marketing/PR, etc.

**Name: Caney Spring Witness Wardrobe**

**Location:** Chapel Hill, TN

**Phone:** 931-580-2025

**Web Address:** [www.caneyspringbaptist.com](http://www.caneyspringbaptist.com)

**Mission:** To assist families in need of clothing, baby items and food.

**Notes to Volunteers:** Clothing give-a-ways are held every third weekend: Friday 4-7 p.m., Sat. 9 a.m. – 1 p.m. Sign up for three hour shifts. Must be outgoing and willing to interact and assist clients with their needs.

**Volunteer Opportunity A:** Hang and organize clothing of all sizes. Requires light lifting, hanging garments and standing on feet.

**Volunteer Opportunity B:** Greet/Register participants of Witness Wardrobe. Provide assistance/instructions as needed.

**Name: Caring Hearts Home Healthcare, LLC**

**Location:** 1203 Hatcher Lane, Columbia, TN

**Phone:** 931-381-5470

**Web Address:** [www.caringheartshomehealthcare.org](http://www.caringheartshomehealthcare.org)

**Mission:** To provide quality in-home care to the elderly and disabled.

**Notes to Volunteers:** Need to be friendly, and outgoing, with great customer service and good communication skills.

**Volunteer Opportunity A:** Receptionist is needed May – June and July – August (can be split between two people). Duties are answering phones, filing and greeting guests.

**Volunteer Opportunity B:** Cleaning/organizing, de-cluttering office, and sorting files for two weeks in May (flexible dates).

**Name: CASA of Maury County, Inc.**

**Location:** 22 Public Square, Suite 2, Columbia, TN

**Phone:** 931-381-4733

**Web Address:** [www.casaofmaurycounty.org](http://www.casaofmaurycounty.org)

**Facebook:** [CASA-of-Maury-County-Inc](#)

**Twitter:** @CASAMAuryCounty

**Instagram:** casamaury

**Mission:** To break the cycle of child abuse and neglect in Maury County through the use of trained CASA (Court Appointed Special Advocate) volunteers.

**Notes to Volunteer:** Coordinate volunteer efforts by calling 931-381-4733 or through email at: [casaofmauryco@bellsouth.net](mailto:casaofmauryco@bellsouth.net)

**Volunteer Opportunity A:** Court Appointed Special Advocate (CASA) Volunteer. This is a 12-month commitment or lasts until the end of your first case, whichever comes first.

**Special Instructions:** No special background or education is required to become a CASA volunteer. Once accepted into the program, you will receive all necessary training in courtroom procedures, social services, the juvenile justice system, and the special needs of abused and neglected children. Must be at least 21 years old, complete necessary background

checks (including fingerprinting), provide references, complete an interview with the Program Director, complete 30-hour pre-service training, and be available for court appearances.

**Type of Work:** To learn more about the roles, requirements and responsibilities of CASA volunteers, go to:

<http://www.casaofmaurycounty.org/volunteer/becoming-a-volunteer/>

**Volunteer Opportunity B:** Become a Fostering Futures Mentor. Requires a 12-month commitment as a mentor or lasts until the end of your first case, whichever comes first.

Mentors provide support to an older youth (ages 14-17) transitioning to adulthood with the goal of helping them identify supportive adult connections and develop specific plans for making a successful transition from foster care to becoming independent, successful adults.

**Volunteer Opportunity C:** Assist with preservice or in-service training by preparing materials, setting up, serving, and cleaning up after training (generally 2½ hours). Tasks may include copying and compiling information in binders, cleaning up the kitchen and taking down tables, seats, and audiovisual equipment that may be needed by the training speakers.

**Volunteer Opportunity D:** Social Media and Website Marketing. Commitment of one hour per week for three months. Requires knowledge of social media platforms including Facebook, Twitter and Instagram. WordPress experience a plus. Volunteers will assist in developing content (and posting schedule) for social media and website platforms. Research topics relevant to abused and neglected children and attract supporters for the CASA mission.

**Volunteer Opportunity E:** Data Entry Volunteer requires a six-month commitment due to training requirements of the management software. Volunteers will assist in tracking all relevant information related to CASA cases including information relating to parties involved, court dates, court orders, etc. May also file paper copies.

**Special Instructions:** Volunteers are required to sign a confidentiality agreement prior to training.

**Name: Center of Hope**

**Location:** 2441 Park Plus Drive, Columbia, TN

**Phone:** 931-840-0916

**Web Address:** [www.centerofhopetn.org](http://www.centerofhopetn.org)

**Mission:** Center of Hope is a refuge of peaceful existence providing innovative and compassionate direct advocacy, therapeutic counseling and residential support.

**Special Instructions:** Must complete volunteer training and be 18 years old or older for opportunities A and B.

**Volunteer Opportunity A:** Childcare Volunteer needed every Tuesday night from 5:30 – 7:00 p.m. while guardians attend the support group.

**Volunteer Opportunity B:** Administrative Support Volunteers will file, answer phones and receive donations. Additional assistance cleaning and organizing the office (and files) is also appreciated.

**Volunteer Opportunity C:** Special Projects may include cleaning, filing, exterior yard work, etc. Some projects may be suitable for small groups typically lasting 4-8 hours based on volunteer preference and type of project. *Individuals under 18 years of age must be accompanied by an adult.*

**Volunteer Opportunity D:** Client and Family Activities  
Volunteers host functions and events at Center of Hope offices for clients and their children.

**Name: Columbia Children's Museum (aMuse'um)**

**Location:** 123 W 7th Street, Columbia, TN

**Phone:** 931-223-6337

**Facebook:** [www.facebook.com/amuseumccm](http://www.facebook.com/amuseumccm)

**Mission:** Our mission is to provide a safe, healthy, loving and educational environment to encourage all children to become thinkers, learners and creators.

**Volunteer Opportunity A:** Program Development and Implementation. Opportunities range from one day to an entire semester. Volunteers must enjoy teaching and interacting with young children.

**Volunteer Opportunity B:** Front Desk Admissions Volunteer will man the front desk, accepting visitors throughout between 10 a.m. – 2 p.m.

**Name: Columbia Police Department**

**Location:** 707 N. Main St, Columbia, TN

**Phone:** 931-388-2727

**Facebook:** facebook.com/CPDTN

**Web Address:** [www.columbiatn.com](http://www.columbiatn.com)

**Mission:** Protect and Serve

**Notes to Volunteers:** Reserves Police Program:  
Contact Lt. Prince 931-560-1640

**Volunteer Opportunity A:** Reserve Police Officer Program: Formal volunteer program requiring a minimum of 16 hours (average) per month. Program participants must *be at least 21 years of age*. Mission is to support full-time police officers in the delivery of day-to-day law enforcement services and during periods of emergencies.

**Volunteer Opportunity B:** Explorer Program: Requires a minimum of eight hours per month. Participants must be 14 – 21 years of age. Duties include assisting patrol with traffic direction during special events, crime prevention, and community relations functions.

**Name: Department of Children's Services**

**Location:** 1400 College Park Drive, Suite A, Columbia, TN

**Phone:** 931-380-2587

**Web Address:** [www.tn.gov](http://www.tn.gov)

**Mission:** Ensure forever families for children and youth by delivering high quality evidence based services in partnership with the community.

**Volunteer Opportunity A:** Updating Resource Guide by calling persons in current resource guides and updating their information using a computer.

**Volunteer Opportunity B:** Organizing clothing closets. Wear comfortable clothing.

**Volunteer Opportunity C:** Resource Linkage Books and Organizing Community Advisory Board (office work).

**Organization: The Family Center**

**Location:** 921 Beckett Street, Columbia, TN

**Phone:** 931-388-3840

**Facebook:** the Family Center

**Twitter:** TFC of Maury County

**Instagram:** thefamilycenter

**Web Address:** [www.familycenter.org](http://www.familycenter.org)

**Mission:** Empowers individuals to break the cycle of poverty

**Notes to Volunteers:** Please call in advance of your arrival to make sure that no other programs or events conflict with your volunteer efforts and to verify that we have jobs ready for you to do. Our offices are closed on Mondays.

**Volunteer Opportunity A:** Assist with a “Lunch and Learn” by cooking, serving and cleaning up on the third Thursday of every month from 10 a.m. – 1 p.m. Bring an apron and dress comfortably.

**Volunteer Opportunity B:** Ring bells as part of the Salvation Army fundraising efforts. Seasonal work starting the Friday after Thanksgiving through Christmas; two-hour shifts at local stores. Dress warmly. Wear comfortable shoes and may bring your own stool to sit on.

**Volunteer Opportunity C:** Maintain the Community Garden throughout the spring, summer and fall; 1 – 2 hour shifts. Wear comfortable clothing that may get dirty. Bring own gloves and garden tools. Trash bags provided.

**Volunteer Opportunity D:** Organize donated Items: Items are dropped off frequently and need to be sorted and added to the pantry and clothing/gifts area.

**Volunteer Opportunity E:** Special event support: The Family Center hosts many events throughout the year. Volunteers are needed to make these events successful. Check back throughout the year for other event opportunities.

**Name: Giles County Help Center**

**Location:** 314 N. 1<sup>st</sup> Street, Pulaski TN 38478

**Phone:** 931-363-8655

**Mission:** Emergency food pantry and utility assistance.

**Volunteer Opportunity A:** Office Work answering phone and client interaction. 1 ½-4 ½ hr shifts.

**Volunteer Opportunity B:** Stocking shelves and packing food boxes. 1 ½-4 ½ hr shifts.

**Name: Girl Scouts of Middle Tennessee**

**Location:** 1129 Trotwood Avenue Suite 8, Columbia TN

**Phone:** 931-490-8660

**Web Address:** [www.gsmdtn.org](http://www.gsmdtn.org)

**Mission:** Girls Scouts builds girls of courage, confidence, and character who make the world a better place.

**Volunteer Opportunity A:** Troop Leader serves as a key role model to girls and a guide to their troop.

**Volunteer Opportunity B:** Event Volunteer Summer Camp- caring for and teaching girls outdoor skills and more. Camp is June 1-5, 2015. Planning Sessions 5-18.

**Volunteer Opportunity C:** Become a L.E.A.D Volunteer- renewable every year for a duration of one year. Outreach to undeserved community, rural, and urban.

**Name: Habitat for Humanity – Williamson/Maury**

**Location:** 511 W. Meade Blvd., Franklin TN

**Phone:** 615-550-5619

**Facebook:** Habitat for Humanity Williamson-Maury. hfhwm

**Web Address:** [www.hfhwm.org](http://www.hfhwm.org)

**Mission:** We are a faith-based nonprofit creating partnerships to build affordable homes, stronger communities, and life-changing opportunities for hard-working families in Williamson and Maury Counties.

**Notes to Volunteers:** Sign-up via email with the Volunteer Coordinator at <http://www.hfhwm.org/about-us/staff-team> and check out additional ways to get involved <http://www.hfhwm.org/get-involved/volunteer-opportunities>

**Volunteer Opportunity A:** Build Site Volunteer: Duties include cleaning and organizing construction projects. May also include yard work and exterior cleanup. Only close-toed shoes, 16 years old and up only. Saturdays and various weekdays – one day per “job” 7 a.m. - 4p.m.

**Volunteer Opportunity B:** Assistant Volunteer Coordinator/Community Liaison: Help with planning, scheduling, volunteer recruiting and community events.

**Volunteer Opportunity C:** Budget Coach for Habitat Partner Family: Meet with family and walk them through simple budget coaching curriculum (6 – 8 week commitment).

**Volunteer Opportunity D:** Creative construction marketing special projects: Various small marketing/restoration/construction projects to support Habitat - not necessarily on a build site (construction project).

**Volunteer Opportunity E:** Food Coordinator: Help coordinate donated food for 35 volunteers on-site during build days. Typically needed on Saturdays.

**Name: Keep Maury Beautiful**

**Location:** 308 West 7<sup>th</sup> St, Columbia, TN

**Phone:** 931-388-8511

**Mission:** Take responsible action resulting in beautification, education of the public and natural resource conservation. Outside work picking up litter on highways, parks and neighborhoods.

**Volunteer Opportunity A:** Great Community Clean Up: Four hours on April 18, 2015. Can organize cleanups throughout year.

**Volunteer Opportunity B:** Develop website and social media for Keep Maury Beautiful.

**Name: The King's Daughters' School**

**Location:** 412 W 9<sup>th</sup> St., Columbia, TN

**Phone:** 931-388-3810 x1012

**Web Address:** [www.TKDS.org](http://www.TKDS.org)

**Mission:** To promote educational, residential and community services for individuals with developmental disabilities.

**Notes to Volunteers:** All outside volunteer opportunities will occur weather permitting. Please call if uncertain. Dress casual, jeans and t-shirts are fine for all volunteer opportunities.

**Volunteer Opportunity A:** Archiving History: Archiving and sorting historical pictures and documents two days per week for a month. 2-3 hours each day. Days are flexible.

**Volunteer Opportunity B:** Cleaning and sanitizing toys and shelves in the Preschool Building Fridays each month (April – August from 9 am –noon).

**Volunteer Opportunity C:** Maury County Special Olympics: Spring Games on Friday, April 24 from 8 a.m. – 3 p.m.; with a rain date of Friday, May 8. Assist in serving lunch, keeping score and marking times, etc.

**Volunteer Opportunity D:** Recycling Project each Friday from 10 a.m. – noon (April through August). Gathering items from bins at school and transporting in the cart to the recycle center and placing in proper containers.

**Volunteer Opportunity E:** Wash School Buses each Saturday from 10 a.m. until 1 p.m. (April through August).

**Name: Matthew 25 Thrift Shoppe, Giles County**

**Location:** 1008 Mills Street, Pulaski TN

**Phone:** 931-424-5599

**Facebook:** matthew25thriftstore

**Web Address:** <http://www.fumcpulaski.com/matthew-25-committee.html>

**Mission:** Provide comfort, compassion and meet the physical needs of others.

**Notes to Volunteers:** Please call in advance to arrange times/date to volunteer

**Length of Job:** Monday - Friday, 9 a.m. – 12:15 p.m. or 12:15 p.m.- 3:30 p.m., Saturday 9 a.m. – 1 p.m.

**Volunteer Opportunity A:** Food Pantry: Check expired dates, fill food boxes, inventory, lift food boxes, carry food to car, and assist in making signs, using the computer.

**Volunteer Opportunity B:** Customer Service and Sales: Assist People with finding the right size clothing, accept recycle for Sudan, and work the cash register.

**Volunteer Opportunity C:** Marketing: Create signs using the computer.

**Name: Maury County Fire Department**

**Location:** 1257 Mapleash Avenue, Columbia, TN

**Phone:** 931-388-0035

**Web Address:** [www.maurycountyfire.org](http://www.maurycountyfire.org)

**Mission:** The Maury County Fire Department is dedicated to protecting the property and lives of all those who live and visit our county.

**Notes to Volunteers:** Fire and emergency medical services are one of the most challenging professions today. It is this that inspires most men and women to enter the fire and EMS services; however, the business is not for everyone. You need more than just a desire to help people. You need courage, dedication, assertiveness, and a willingness to learn and face new challenges. Learn more at <http://maurycountyfire.org/join-us/>

**Volunteer Opportunity A: Volunteer Firefighter**

**Special Instructions:** Must be 18 years of age or older, pass a background check pass a physical agility course, complete 16 hour class introduction into Fire and Emergency Services (after completion of this class students will be allowed to "ride only" on department apparatus), complete a 64-hour class on basic firefighting.

**Type of Work:** The duties of a Firefighter are as follows:

- Responds to fire alarms and extinguishes fire,
- Responds to calls for emergency medical services, and renders first aid,
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris,
- Responds to and renders assistance in emergency cases,
- Cleans and inspects equipment and apparatus after returning from a fire,
- Inspects equipment and apparatus and notifies superior officer of any defects,
- Makes minor repairs to equipment and apparatus,
- Performs routine preventative maintenance tasks, and keeps records of such action,

- Keeps fire station, equipment and grounds in a clean and orderly condition,
- Participates in training activities and instruction sessions,
- Acquires and retains a thorough knowledge of the county, including streets, buildings, water supply, unusual hazards and related items,
- Performs various public information or education tasks,
- Enters inspection, training and (on occasion) fire and emergency medical service calls into the ERS
- Performs all work duties and activities in accordance with MCFD policies
- Works in a safe manner and reports unsafe activity and conditions.

**Volunteer Opportunity B:** Support member

**Special Instructions:** Must be 18 years of age or older, pass a background check, and complete 16 hour class introduction into Fire and Emergency Services. (After completion of this class students will be allowed to ride "only" on department apparatus.)

**Type of Work:** Support Member for the Maury County Fire Department: Support Personnel can assist in functions such as station/office duties, public education events, operate apparatus and equipment, operate incident rehab and other activities outside the IDLH environment.

**Name: Maury County Parks & Recreation**

**Location:** 1018 Maury County Park Drive, Columbia, TN

**Phone:** 931-375-6102, contact Michelle Kenley

**Maury County Web Address:** [www.maurycounty-tn.gov](http://www.maurycounty-tn.gov)

**Facebook:** [www.facebook.com/MauryCountyParksandRecreation](https://www.facebook.com/MauryCountyParksandRecreation)

**Web Address:** <https://maurycountyparksandrecreation.wordpress.com>

**Mission:** Maury County Parks and Recreation strives to provide recreational and educational opportunities, services and programs to expand our community involvement, create a higher standard of living, and to enrich and enhance the lives of our citizens.

**Notes to Volunteers:** Volunteers should wear comfortable clothes and shoes appropriate to outdoor work. Please select shifts between 2 – 8

hours. Call at least 48 hours prior to volunteering and register for workdays.

**Volunteer Opportunity A:** General Park Cleanup: Litter pickup, painting, clean up, etc.

**Volunteer Opportunity B:** General Trail Maintenance: Clearing debris, pruning and removing invasive species of plants.

**Volunteer Opportunity C:** Trail-building: Use of hand tools and equipment to clear trail through wooded area (through June 2015)

**Volunteer Opportunity D:** Trail Signage: Identify plants and trees, create, and place signage (through August 2015) Limit four - must register.

**Volunteer Opportunity E:** Trail Tales Program: Design and implement a "reading trail" for kids along the nature trail in Maury County Park (from Oct. 1 – Oct. 31, 2015). Raise funds and recruit program partners. Times vary. 4-6 volunteers needed.

**Name: Maury County Public Library**

**Location:** 211 West 8<sup>th</sup> Street, Columbia, TN

**Phone:** 931-375-6502

**Facebook:** [www.facebook.com/MauryCountyLibrary](http://www.facebook.com/MauryCountyLibrary)

**Twitter:** [www.twitter.com/MauryCoLibrary](http://www.twitter.com/MauryCoLibrary)

**Web Address:** [www.maurycountylibrary.org](http://www.maurycountylibrary.org)

**Mission:** To facilitate continuing education, to supply sources of information in all fields,; encourage the development of reading skills, to support and encourage the community's participation in the fine and performing arts.

**Notes to Volunteers:** Several great opportunities await at the Maury County Library. Get a card, volunteer, help your community.

**Volunteer Opportunity A:** Shelf Sweeper: Cleaning books and shelves, making sure everything is clean and in the proper order.

**Volunteer Opportunity B:** Computers Help/Library Page  
Special Instructions: Helping library patrons on computers and restocking shelves.

**Volunteer Opportunity C:** Landscaping/Maintenance: Yard work and other outside jobs for four or more hours.

**Name: Maury County Senior Center**

**Location:** 1020 Maury County Parks Dr., Columbia, TN

**Phone:** 931-380-3950

**Web Address:** [www.mcsc2.org](http://www.mcsc2.org)

**Mission:** Provide opportunities for senior citizens to meet as a group for activities and services which support their independence.

**Volunteer Opportunity A:** Front Desk Clerk: Ongoing during the hours 9 a.m. – 1 p.m. Smile and personality a plus.

**Volunteer Opportunity B:** Social Activity Volunteer: Visit, talk with seniors and play Bingo and other games. Ongoing volunteer opportunities during the “social hours” of 9:30 – 11 p.m. Be friendly and treat everyone like they are your own grandparent.

**Name: Maury Magic Riders**

**Location:** 1210 Lofton Rd, Columbia, TN

**Phone:** 931-380-1119

**Web Address:** [www.maurymagicriders.com](http://www.maurymagicriders.com)

**Mission:** Therapeutic Horseback Riding Program

**Notes to Volunteers:** Volunteer application and orientation required.

**Volunteer Opportunity A:** Lesson Assistant-Leader/Side walker/ Horse Prep on Tues/Thurs 4 - 8 p.m., Apr-Oct. for 6-week intervals. Type of Work: Grooming/tacking horses, leading horses, walking beside horse holding riders and assisting with riders during lessons.

**Special Instructions:** Horse experience not necessary - must wear solid shoes, no sandals.

**Volunteer Opportunity B:** Mowing using a tractor/bush hog, 1-2 hours per month. Must have experience running a tractor or other large equipment.

**Volunteer Opportunity C:** Fundraising/Event Support: Maury Magic Riders hosts several fundraising/ informational events - many are outside. Volunteers are needed to make these events successful assisting with food prep, score keeping, cashier, setup and take down, marketing, etc.

**Volunteer Opportunity D:** General Farm Maintenance: 2-4 hours per month as needed

\*Similar Volunteer Opportunities can be found at Leg Up Therapeutic Riding Center in Giles County. [www.leguptherapeuticridingcenter.org](http://www.leguptherapeuticridingcenter.org)

**Name: Maury Regional Medical Center**

**Location:** 1224 Trotwood Ave., Columbia, TN

**Phone:** 931-380-4047

**Web Address:** [www.mauryregional.com](http://www.mauryregional.com)

Mission: To serve our region with clinical excellence and compassionate care.

**Notes to Volunteers:** Information on formal volunteer programs may be found at [www.mauryregional.com/volunteerservices](http://www.mauryregional.com/volunteerservices)

**Volunteer Opportunity A:** Food Pantry

**Volunteer Opportunity B:** Data Entry

**Volunteer Opportunity C:** Special Events and Health Fairs

**Volunteer Opportunity D:** Campus Cleanup: Maintain hospital grounds

**Volunteer Opportunity E:** Scrapbooking

**Name: NHC (National Healthcare Corporation) Hillview**

**Location:** 2710 Trotwood Ave., Columbia, TN

**Web Address:** [www.nhccolumbiahealthcare.com](http://www.nhccolumbiahealthcare.com)

**Mission:** NHC is committed to being an industry leader in customer and investor satisfaction.

**Notes to Volunteers:** Goal is to relieve loneliness and restore dignity through compassion.

**Volunteer Opportunity A:** Social Volunteer: Visit with patients, building relationships and interacting with people; may include playing games, reading, writing letters for patients, etc.

**Volunteer Opportunity B:** Client Support: Deliver mail, read mail, assist with audio books, radio, etc.

**Volunteer Opportunity C:** Transport Support: Take patients outside using wheelchairs, to activities, dining, etc.

**Volunteer Opportunity D:** Group Activities Volunteer: help with crafts, arts, exercise, games and improving quality of life.

**Volunteer Opportunity E:** Office Support: Call for more information.

**Name: Pilot Club of Hohenwald**

**Location:** Hohenwald, TN

**Phone:** 931-796-5889

**Web Address:** [www.Pilotndistrict/hohenwald.html](http://www.Pilotndistrict/hohenwald.html)

**Facebook:** Pilot Club of Hohenwald

**Mission:** Transform communities by developing youth, providing service and education and uplifting families.

**Volunteer Opportunity A:** A Walk to Remember held the first weekend in October to benefit Dementia/Alzheimers family members and survivors.

**Volunteer Opportunity B:** Join the Pilot members and Anchor Club participants in planting flowers in downtown Hohenwald in the early spring and fall.

**Volunteer Opportunity C:** Brain Minders Puppet Show for two days in March at Lewis County Elementary School. Show designed for the Kindergarten classes to promote brain safety.

**Volunteer Opportunity D:** Special Olympics (one day in April - TBD). Volunteers needed to sell concessions to raise money for the Special Olympics.

**Name: Sonnenschein Green Initiative**

**Location:** 25 E. Main St., Hohenwald, TN

**Phone:** 931-796-0448 or 310-237-3074

**Facebook:** Sonnenschein Green Initiative

**Mission:** To serve our community in teaching self-reliance and sustainability

**Notes to Volunteers:** There are numerous opportunities throughout the year to pick up the roadside litter, staff collective area, additional opportunities to help plan and facilitate cleanup days.

**Volunteer Opportunity A:** Keep Tennessee Beautiful Event: April 25, 9 - 12 a.m.

**Volunteer Opportunity B:** Hohenwald Marketplace: Newly opened marketplace has staffing opportunities. Volunteers will help organize, arrange, and inventory displays and products in four-hour blocks of time, Mon.-Sat. 9 a.m. – 5 p.m.

**Name: South Central TN Area Agency on Aging and Disability**

**Location:** 101 Sam Watkins Blvd. Mount Pleasant TN 38474

**Phone:** 1-877-801-0044

**Web Address:** [www.sctdd.org](http://www.sctdd.org)

**Mission:** Provide free and objective counseling and assistance to people with questions or problems regarding Medicare and other related health insurances.

**Notes:** Please call to set up an appointment to discuss volunteer opportunities. You must be able to pass a background check.

**Volunteer Opportunity A:** Office Organization (always needed) and Assistance (filing, copying, making phone calls, data input, etc.)

**Volunteer Opportunity B:** Prescription Drug Insurance and Medicare Advantage Plan Comparisons (September- December). Volunteers would be trained on how to use Medicare.gov providing clients with the opportunity to save people a lot of money.

**Name: South Central TN Workforce Alliance: Project Learn Adult Education**

**Location:** 119 Nashville Highway, Suite 106, Columbia TN

**Phone:** 931-490-3811

**Web Address:** [www.sctworkforce.org/projectlearn](http://www.sctworkforce.org/projectlearn)

**Mission:** Provide adults with High School equivalency (HSE) diploma

**Volunteer Opportunity A:** GED Graduation Assistant. Call students about GED graduation, assist with caps and gown fittings (April – May).

**Volunteer Opportunity B:** Graduation Ceremony Volunteer- Help distribute gowns; sign in students and hand out programs (May 28 7:00 pm until 10:00/11:00 am).

**Name:** United Way of Maury County

**Location:** 308 W. 7<sup>th</sup> St. (Memorial Bldg), Columbia, TN

**Phone:** 931-381-0100

**Web Address:** [www.unitedwayofmaury.org](http://www.unitedwayofmaury.org)

**Mission:** To improve lives by mobilizing the caring powers of communities

**Notes to Volunteers:** United Way has opportunities within our organization or will help match you up to other local volunteer opportunities.

**Volunteer Opportunity A:** Midway Madness 5k Run (August): Volunteers are needed to help with registration, hospitality, fill supply bags, etc. for four hours or whatever amount of time you can give. Wear comfortable clothes and shoes.

**Volunteer Opportunity B:** United Way Kick-Off Luncheon (September): Volunteers are needed for pre-work, invitations, set up, registration, breakdown, etc. Hours will vary by task assigned.

**Volunteer Opportunity C:** Music Fest Fundraiser (October): Pre-work, possible PR help, set up and clean up. Hours will vary depending on assigned task.

**Volunteer Opportunity D:** United Way Chamber Coffee (October): Invitations, registration, hospitality, set up and clean up. Hours will vary depending on assigned task.

**Volunteer Opportunity E:** United Way will work to pair individuals with any Partner Agency they are interested in and find to be a good match.

## **Participating Organizations by Volunteer Opportunity**

### **Animals**

- Maury Magic Riders and Leg Up Therapeutic Riding Centers

### **Community**

- American Red Cross
- Caney Springs Witness Wardrobe
- CASA of Maury County
- Columbia Police Department
- Giles County Help Center
- Matthew 25 Thrift Shoppe
- Maury County Parks and Recreation
- Maury Regional Medical Center
- NHC (National Healthcare Corporation)
- Pilot Club of Hohenwald
- Sonnenschein Green Initiative
- South Central Workforce Alliance
- The Family Center
- The King's Daughters' School
- United Way of Maury County

### **Environment**

- Keep Maury Beautiful
- Maury County Parks and Recreation
- Maury County Public Library
- Maury Regional Medical Center
- Pilot Club of Hohenwald
- Sonnenschein Green Initiative
- The Family Center
- The King's Daughters' School
- Wellness and Aquatics Complex

### **Health and Care**

- CASA of Maury County
- Maury County Fire Department

- Maury County Senior Center
- Maury Regional Medical Center
- NHC (National Healthcare Corporation)
- South Central Tennessee Area Agency on Aging and Disability
- United Way of Maury County

**Other (Office and Computer Skills)**

- Caring Hearts Home Health Care, LLC
- Center of Hope
- Columbia State Community College
- Department of Children's Services
- Habitat for Humanity - Williamson/Maury County
- Keep Maury Beautiful
- Matthew 25 Thrift Shoppe
- Maury County Boys and Girls Club
- Maury County Public Library
- Maury County Senior Center
- Maury Regional Medical Center
- NHC (National Healthcare Corporation)
- Pilot Club of Hohenwald
- South Central Tennessee Area Agency on Aging and Disability
- The Family Center
- The King's Daughters' School
- United Way of Maury County

**Youth Development and Care**

- CASA of Maury County
- Center of Hope
- Columbia Children's Museum (aMuse'um)
- Columbia Police Department
- Columbia State Community College
- Girl Scouts of Middle TN
- Maury County Boys and Girls Club
- Maury County Magic Riders & Leg Up Therapeutic Riding Centers
- Maury County Parks and Recreation
- Pilot Club of Hohenwald
- The King's Daughters' School

The Maury County Fire Department may have volunteer opportunities in every category depending on the specifics of the emergency.

**For more information about volunteering in your community visit  
[www.ColumbiaState.edu/Volunteer](http://www.ColumbiaState.edu/Volunteer)**

“It is one of the most beautiful compensations of this life that no man can sincerely try to help another without helping himself.” - **Ralph Waldo Emerson**



**Columbia State**  
COMMUNITY COLLEGE

1665 Hampshire Pike  
Columbia, TN 38401  
[www.ColumbiaState.edu](http://www.ColumbiaState.edu)

This fair is being sponsored by the Tennessee Board of Regents TN Retention, and Success Grant for 2014-2015.

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