



## Volunteer Opportunities

**For additional information or to volunteer for  
any of the opportunities listed. Please call  
Paula Fike or Fran Feldman at 702.642.6000  
or email us at [info@blindcenter.org](mailto:info@blindcenter.org)**



The Smallest Things Make The Biggest Difference...  
Welcome to **The Blind Center of Nevada**.

Each day visually impaired men and women enjoy a warm, welcoming environment at the **Blind Center of Nevada**, and for many, the work opportunity and social activities have become a way of life. The **Blind Center** strives to create a positive social setting and support system outside the home for individuals who are blind or visually impaired.

The **Blind Center of Nevada** offers programs and activities, both on and off-site designed to encourage independence and improve the quality of life for individuals with visual limitations.

The major purpose of the **Blind Center of Nevada** is to meet the challenges of the blind and visually impaired and create new hope for all who have lost the gift of sight.

## Current Volunteer Opportunities

### Activity Assistants

**Details:** Volunteers are needed to help with various large & small group activities at our facility. Activities include arts & crafts, party events, field trips, ceramics, discussion groups, group reading, group trivia, bowling trips, music, walks and other fun events.

**Skills:** No experience necessary just the desire to help.

### Activity Leaders

**Details:** Volunteers are needed to act as leaders for activities. Activities include but are not limited to ceramics, arts & crafts, bowling, etc

**Skills:** Dependable, willing to help, energetic.

### Arts & Crafts Leaders & Assistants

**Details:** Volunteers are needed to conduct creative arts and/or crafts lessons/projects. Ideas and the projects will be led by the volunteer(s) and any supplies and support will be provided by the organization.

**Skills:** Interest in arts and crafts, dependability and the ability to share your passion.

### Assistant Intake Coordinator

**Details:** Greet and conduct brief interview with potential members. Explain program to visually impaired members. Assist person in filling out application for membership and help orientate member to surroundings.

**Skills:** Personable, reliable, computer experience and Social service experience helpful, but not required.

## Current Volunteer Opportunities

### Assistive Technology Team Member

**Details:** Volunteer needed to assist members in the Low Vision Equipment center. Help member distinguish between different types of available equipment.

**Skills:** Personable, reliable, no experience required will train.

**Time:** First Friday of each month is our Low Vision Seminar.

### Bilingual Computer Assistant

**Details:** Individual needed to translate computer and typing class for Spanish member.

**Skills:** Must speak Spanish. No other skills required.

### Bowling Coaches & Assistant

**Details:** Assist members with bowling, keeping score and giving some guidance at lanes.

**Skills:** Dependability, willingness to learn to work with visual impairments, and desire to help.

**Time:** Monday 11:15 a.m. – 1:30 p.m.

### Ceramics Assistants

**Details:** Volunteers are needed to help members during ceramic activities. Tasks include helping to glaze projects, pouring of molds, etc.

**Skills:** Interest in ceramics, dependability and desire to help.

**Time:** Wednesday 9:30 a.m. – 11:30 a.m.

## Current Volunteer Opportunities

### Cooking Instructor

**Details:** Teach basic cooking skills, labeling skills and storage techniques.

**Skills:** No experience necessary, only a desire to help and give to the community.

**Time:** Thursday exact time TBD.

### Driver

**Details:** Drive small passenger van to pick up members and transport to Center and then back home in the afternoon.

**Skills:** Good driving record, dependable, willingness to learn and desire to help.

### Event Planner

**Details:** Love to throw Parties? Volunteers needed to participate in coordinating various events, programs and activities throughout the year.

**Skills:** Marketing, PR, Event Planner, Contacts with Caterers and other suppliers and entertainment helpful.

### Librarian

**Details:** Assistance is needed to help organize library. Maintain accurate up-to-date listings of all items, listing of all materials needs to be developed and documented on database as well as on tape. Check out system needs to be developed for books borrowed from center. Ongoing help is needed to keep the database up-to-date and the library organized.

**Skills:** Volunteers must be comfortable with organization, basic computer knowledge, personable, dependable.

### Maintenance

**Details:** Individuals are needed to assist general maintenance around the center.

**Skills:** Reliable, self-motivated.

## Current Volunteer Opportunities

### Newsletter Coordinator

**Details:** Individual needed to coordinate monthly newsletter. Program members benefit from a newsletter that details upcoming events and current news. The newsletter coordinator should have writing, editing, word processing and basic computer and graphic design skills. The individual should be available at least one weekday morning or afternoon per week.

**Skills:** The newsletter developer should have an interest and talent in written and oral communications and proficiency in Microsoft Word and Publisher.

### Nutrition Instructors

**Details:** Individuals needed with knowledge of nutrition to share their knowledge about cooking, nutrition and food budgeting. Emphasis on medical problems (diabetes etc) would be helpful.

**Skills:** Knowledge of nutrition is needed.

### Program Coordinator Assistant

**Details:** Individuals are needed to assist Program Coordinator with scheduling activities, programs and events.

**Skills:** General office and computer skills helpful.

### Public Relations Assistants

**Details:** Individuals are needed to assist in writing press releases, contacting local media to inform them about the program, upcoming events, etc. Students welcome.

**Skills:** Excellent written and verbal communication skills. Reliable, self-motivated individual who can take direction but can also be trusted to work independently with minimal supervision; Computer skills, including Word, Excel, experience would be helpful, but not necessary.

**Time:** This position can be a virtual opportunity.

## Current Volunteer Opportunities

### Read to the Blind and Visually Impaired

**Details:** Individuals are needed to assist members in reading their mail and correspondence.

**Skills:** No experience necessary only willingness to help.

### Research Assistant

**Details:** Assistant will help create a database of various companies, products and services targeted by Program Director. Create a list of qualified resources identifying decision-makers and obtaining current contact information so they can be approached by the Center.

**Skills:** Basic computer knowledge, organization skills, dependable.

**Time:** This position can be a virtual opportunity.

### Shopping Trip Companions

**Details:** Volunteers are needed to accompany members on various local shopping trips. Transportation is provided by The Blind Center.

**Skills:** No experience necessary only dependability and willingness to help others.

**Time:** Thursday 9:30 – 11:30 a.m.

### Mission Statement

The Blind Center of Nevada assists blind and visually impaired persons of all ages in reaching their highest physical, social, intellectual, and economic potential. To achieve these objectives, there are three focus areas: personal development, social interaction, and meaningful employment

## Current Volunteer Opportunities

### Social Hostess (Host)

**Details:** Monitor group of people, initiate activities, start discussion groups, inform members about up-coming activities, assist individuals where needed.

**Skills:** Interested people should be social, personable, take charge and be outgoing.

### Support/Discussion Group Facilitators

**Details:** Individuals needed to facilitate support group and discussion group meetings. Assist with making outlines for topic discussions.

**Skills:** Group skills required. Must enjoy helping others, and be compassionate, caring, flexible, considerate and personable individual. Social Worker, Peer Counselor experience a plus but not required.

### Volunteer Coordinator

**Details:** Contact and coordinate new volunteers. Ensure they have all knowledge needed to accomplish their activities. Keep in touch with the volunteers and assist them when necessary. Person is needed to help our organization develop fun events and special training for our new volunteers. Daily duties will include coordinating our volunteer database, post opportunities as well as actively discuss internal volunteer needs. The position will also entail interviewing candidates, organizing volunteer schedules, performing volunteer orientation and attending volunteer management meetings. Internships available!

**Skills:** Excellent Communications skills, well organized and should like to take on new and exciting tasks.

### Water Aerobic Assistants

**Details:** For this position we are looking for someone who can put water aerobic workouts together, motivates and builds a working relationship with their members. If you do not have a certificate in this area then you should have some background in taking this type of class. This opportunity would be every Friday morning. Transportation from the Blind Center is available.



## Current Volunteer Opportunities

### Fundraising Coordinator

**Details:** We are seeking people experienced in fundraising, event planning, donor solicitation and recognition programming.

**Skills:** Ideal for someone with a fundraising background but not required.. Candidates should be organized and have experience coordinating special events. Strong PC skills as well as strong interpersonal communication skills would be helpful.

### Project Eyeglass Coordinator

**Details:** We are seeking individuals to oversee eyeglass donations. Contact hotels, eye glass stores, any lost and found centers to get donation of used glasses.

**Skills:** No specific experience is necessary.

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### Volunteers

Many will be shocked to find,  
When the day of judgment nears,  
That there's a special place in Heaven,  
Set aside for volunteers.

Furnished with big recliners,  
Satin couches and footstools,  
Where there are no committee chairmen,  
No yard sales or rest area coffee to serve,  
No library duty or bulletin assembly,  
There will be nothing to print or staple,  
Not one thing to fold or mail,  
Telephone lists will be outlawed.  
But a finger snap will bring  
Cool drinks and gourmet dinners  
And rare treats fit for a king.

You ask, "Who'll serve these privileged  
And work for all they're worth?"  
Why, all those who reaped the benefits,  
And not once volunteered on Earth.

~ Author unknown

## Current Volunteer Opportunities

### Web Designer

**Details:** Individuals needed to design, implement and maintain the Centers web site.

**Skills:** Must have computer knowledge, web design experience helpful.

### Computer Technology Mentor

**Details:** Individuals needed to mentor members on a variety of technology training for visually impaired.

**Skills:** Computer knowledge helpful. Will receive training on different products.

## Volunteers Make A World Of Difference

**A VOLUNTEER** is a person who is a light to others, giving witness in a mixed-up age, doing well and willingly the tasks at hand-namely, being aware of another's needs and doing something about it.

**A VOLUNTEER** is a person who remembers to do the thing to make other people happy, who takes the loneliness out of the alone by talking to them, who is concerned when others are unconcerned, who has the courage to be a prophet and to say the things that have to be said for the good of all.

**A VOLUNTEER** is a person whose charity is fidelity, who is faithful in an unfaithful world, grateful in an ungrateful world, giving when all about are grasping, listening when others need to tell about their fears and problems. –

*from "The Beacon," newsletter of Birthrite, South Africa*



## **Volunteer Opportunities for Groups**

### **Party & Event Sponsors**

Groups are needed to sponsor parties or events at the Blind Center.

### **Donation Drive**

Groups are needed to help gather various items needed by the Blind Center. Such items include paper products, cleaning supplies, office supplies, etc.

### **Fundraising**

Groups are needed to organize their own fundraising event to benefit the Blind Center.

### **Clean Up/Maintenance**

Groups are welcome to come to the Blind Center and help us with general clean up and maintenance of our center.

**Do you have other  
ideas how your group  
can help? Let us know!**



## *Volunteer Code Of Conduct*

### **If Accepted as A Blind Center Of Nevada Volunteer, I Agree That:**

I shall hold as absolutely confidential, all information that I obtain directly or indirectly concerning members, personnel and Blind Center issues.



My services are donated to the Blind Center without contemplation of compensation or future employment, and given with humanitarian, religious or charitable reasons.

I shall be punctual and conscientious, conduct myself with dignity, courtesy and with consideration of others, and endeavor to make my work professional in quality.

I shall make my best effort to fulfill my commitment to the Blind Center of Nevada by completing all assignments that I accept.

I shall at all times uphold the code of ethics, philosophy, standards and vision of the Blind Center.

I understand that the Program Director, Assistant Program Director, Volunteer Program Development Coordinator and/or President/CEO of the Blind Center of Nevada reserves the right to terminate my volunteer status as a result of (a) failure to comply with Blind Center policies, rules and regulations; (b) absence without prior notification; (c) a work appearance or attitude that is unsatisfactory; or (d) any other circumstance which, in the judgment of the Program Coordinator and/or President/CEO, would make my continued service as a Volunteer, contrary to the best interest of the Blind Center of Nevada.



## About Us

Creating a place in Las Vegas that would offer help and employment for blind people was F. Marion Keele's dream since 1934 when he became totally blind at age 38. After spending time at the Utah Blind Center in Salt Lake City with his wife, Effie, Marion learned how to teach Braille, rug weaving and braiding, leather and other handicrafts. In addition to bringing this valuable information to other blind people living in Las Vegas, he lobbied State legislators in Carson City to increase state aid to the blind, which, at the time, was \$20 per month. The Nevada Association of the Blind, later called the Southern Chapter, held its first meeting in the Keele's home.

Upon Marion's death in 1955, one of his students, Audrey Bascom Tait, continued his work. Audrey convinced the Lion's Club to help her find a place where chair caning and the looms for weaving rugs could be set up permanently, providing work opportunities for the blind. In 1960, the Downtown Lion's Club, with assistance from other Clubs, built the Association a two-room building at 1001 Bruce Street and that location has been the Center's home ever since. On April 16, 2002, this facility was renamed the Blind Center of Nevada.

*Alone we can  
Do so little;*

*Together we Can  
Do so much."*

*~ Helen Keller*

*"I am only one,  
but still I am one  
I cannot do everything,  
But still I can do something."*

*~ Helen Keller*



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