

Thank you for taking an interest in making our community a better place! The Ottawa Volunteer Center, a service of ECKAN, serves as a hub for volunteer opportunities in Franklin County. This booklet is intended to provide a central location for finding all of the volunteer opportunities in Ottawa. For more information on different agencies or if you would like to add your agency to this booklet please contact Lisa Rivers at 242-7450, ext. 7209 or by email at [lrivers@eckan.org](mailto:lrivers@eckan.org).

The Volunteer Center meets the following objectives:

1. Connect people with opportunities to serve by recruiting and referring volunteers to agencies in the community, by coordinating national days of service (such as Make a Difference Day) and by promoting special events that are in need of volunteers.
2. Build the capacity for effective local volunteering management through trainings to local agencies.
3. Heighten awareness of volunteering in the community and recognize community volunteers.

***The Ottawa Volunteer Center inspires, equips, and mobilizes people to take action and change their community for the better.***



1320 S. Ash Ottawa, KS 66067

P.O. Box 40 Ottawa, KS 66067

Phone: 785-242-7450, ext. 7209

Fax: 785-242-0305

Email: [lrivers@eckan.org](mailto:lrivers@eckan.org)

For additional information about volunteering, visit our website at [www.eckan.org](http://www.eckan.org).

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*The nonprofit organizations in this guide are by no means a complete listing. Information included in this guide is provided as a community service and does not necessarily constitute endorsement by ECKAN, nor does omission constitute disapproval.*

**How to Use This Guide**

- 1. Scan through the listing of volunteer agencies and mark those of interest to you.**
- 2. Narrow your search by identifying which of these opportunities fits your schedule and age requirement.**
- 3. Contact the agency directly to volunteer. Be sure to tell them that you read about the opportunity in the *Volunteer Connection*.**
- 4. If you can't find a volunteer opportunity that fits your needs, call Ottawa Volunteer Center at 785-242-7450 ext. 7209.**

## **4-H & Franklin County Extension**

Contact: Jessica Coen 785-229-3520  
Address: 1418 S. Main, Ste 2 Ottawa, KS 66067  
Email: jcoen@ksu.edu

Position: **Project Leader**

Age: 18 and older

Time Commitment: Varies

Description: Help local youth develop leadership and social skills through individual projects.

## **ACT Ottawa**

Contact: Marily Pilkey 785-242-4545  
Address: PO Box 844, Ottawa, KS 66067  
Email: [marilynpilkey@hotmail.com](mailto:marilynpilkey@hotmail.com); [info@actottawa.org](mailto:info@actottawa.org)  
Website: [www.actottawa.org](http://www.actottawa.org)

Please note: All ages welcomed in nearly all positions and training provided for all positions!

Position: **Actors, Singers, Dancers**

Time Commitment (varies; throughout the year)

Description: Performing in productions

Position: **Box Office Manager**

Time Commitment: Production nights (responsibilities can be shared)

Description: Selling ticket/ keeping track of sales.

Position: **Ushers for Production**

Time Commitment: Production nights (responsibilities can be shared)

Description: Seating/folding & handing out programs

Position: **Backstage Tech Crew**

Time Commitment: Every show

Description: Scene shifts, lightboard, soundboard, spotlight, special effects

Position: **Executive Board**

Time Commitment: Year long (12 meetings per year—4 required)

Description: Oversee production and committees.

Position: **Costume Crew**

Time Commitment: Seasonal (by production)

Description: Measure actors, pull costumes, alter as needed (sewing or hot glue)

Position: **Set Construction**

Time Commitment: 1-2 weeks each show

Description: Build, paint, decorate the set (all skill levels welcomed)

## **American Red Cross**

Contact: Jason Williby 913-321-6314  
Email: willibyj@usa.redcross.org

### **Position: Client Casework/Family Services**

Age: 18+

Time Commitment: Flexible

Description: Provide follow-up casework to families affected by home fires and other natural disasters. Family Service caseworkers provide compassion, guidance and if needed, additional resources for remaining needs not met by the Red Cross, and work with each family to establish a game plan for their long term recovery.

Training provided: Yes

### **Position: Community Disaster Education**

Age: 18+

Time Commitment: Flexible

Description: Provide community disaster education presentations to schools, community groups, civic groups, etc. and disseminate disaster materials at information fairs and special events.

Training provided: Yes

### **Position: Disaster Action Team**

Age: 18+

Time Commitment: Varies, On-Call Shifts

Description: Provide direct assistance to disaster clients by meeting their immediate, basic needs such as food, housing, clothing and other necessities. DAT is a perfect fit for those who like working with a team and providing on scene, front line service.

Training provided: Yes

### **Position: Emergency Response Vehicle (ERV) Driver**

Age: 18+

Time Commitment: Varies

Description: Volunteers in this role provide snacks, meals, drinks and water using ERVs or other vehicles on routes within the impacted area or at a fixed location and local parades.

Training provided: Yes

## **American Red Cross - Franklin County**

Contact: Carol Bulmer 785-242-8827

Address: 2707 Riley Rd. Ottawa, KS 66067

Email: rcbulmer@kitusa.com

Position: **Blood Drive Assistant**

Age: Any

Time Commitment: 2 hr - 6 hr Shifts

Description: Bi-monthly volunteers work in the canteen, registration, or escorting donors.

Training provided: No

## **Big Brothers & Big Sisters**

Contact: Jennifer Keith 785-214-8141 or 785-304-1811

Address: 517 E. 3<sup>rd</sup> St. Ottawa, KS 66067

Email: jkeith@ksbbbs.org

Position: **Big brother, sister, couple or family**

Age: 18 and older

Time Commitment: 2-4 Hr./week

Description: In the Community Based program, volunteers spend time with their Littles (Ages 5-17) 2-3 times per month doing things that interest them such as fishing, cooking, watching movies, playing games, etc.

Training provided: Yes

Position: **Bigs Advocate**

Age: Any

Time Commitment: Flexible

Description: Assist in office by assembly packets, entering data, designing posters/flyers, making thank you cards, etc.

Training provided: Yes

Position: **Speakers Bureau**

Age: Any

Time Commitment: Flexible

Description: Volunteers deliver speeches crafted in partnership with BBBS staff to community & civic organizations.

Training provided: Yes

Position: **Bigs in Schools Volunteer**

Age: 16 or older

Time Commitment: one hour per week

Description: Volunteers meet with their Little at school during breakfast, lunch or recess.

Training provided: Yes

## **Boy Scouts of America**

Contact: Curtis Gibson or Dennis Nowatzke 785-242-5946 or 785-242-5946  
Email: elespeak@classicnet.net; d-j.nowat@sbcglobal.net

Position: **Troop Leader, Adult Unit Leader, District Committee**

Age: 18 and older

Time Commitment: Varies

Description: Help local youth develop leadership and social skills through individual projects.

Training provided: Yes

## **CASA (Court Appointed Special Advocates)**

Contact: Sara Caylor or Shelly Loyka 785-229-8996

Address: 315 South Main, 3rd Floor East Ottawa, KS 66067

Email: [scaylor@franklincoks.org](mailto:scaylor@franklincoks.org) ; [slojka@franklincoks.org](mailto:slojka@franklincoks.org)

Website: [www.4casa.org](http://www.4casa.org)

Position: **CASA Advocate**

Age: 21 and older

Time Commitment: Varies

Description: CASAs are first and foremost a child's advocate. They serve as a friend to the child they are matched with who are in the court system due to abuse or neglect, looking out for their best interest at all times.

Training provided: Yes

## **COF Training Services**

Contact: Carla Bienhoff 242-5035 x325, Chris Patton 242-5035, Sarah Goulden 893-4793

Address: 1516 Davis Rd Ottawa, KS 66067

Email: [carla@cofts.org](mailto:carla@cofts.org); [cpatton@cofts.org](mailto:cpatton@cofts.org); [sgoulden@cofts.org](mailto:sgoulden@cofts.org)

Position: **Recreation Volunteer**

Age: 18 and older; but, will also work with youth groups

Time Commitment: Days, Evenings & Weekends

Description: Assist with activities designed to promote physical and emotional well-being, social activities, and leisure time skills for individuals with developmental disabilities

Training provided: Yes

Position: **Residential & Workshop Volunteers**

Age: 18+

Time Commitment: Flexible

Description: Assist individuals with life skills

Training provided: Yes

## **Communities in Schools**

Contact: Becky Nevergold 785-229-8010

Address: 1404 S. Ash Ottawa, KS 66067

Email: neverb@usd290.org

Position: **Youth Friend**

Age: High School and Older

Time Commitment: 1 hr/week

Description: Nationally recognized mentoring program matches volunteers with students during school hours for homework help, social interaction, etc.

Training provided: Yes

Position: **BackSnack Helper**

Age: Flexible

Time Commitment: 1 or 2 hrs/wk. on Thursday or Friday afternoons

Description: Clean, load, and/or deliver backpacks with nonperishable food to elementary schools for weekend distribution to students in need.

Training provided: Yes

Position: **After School “Teacher”**

Age: Flexible

Time Commitment: After school for 1-5 days

Description: If you have a skill to share with elementary aged students such as cooking, rocketry, dance, woodworking, why not share it?

**Other Volunteer Opportunities:** Bike Safety, Reality U, Resource & Readiness Fair, Speaker’s Bureau, Kicking with Friends, Interview Fair

## **ECKAAA (East Central Kansas Area Agency on Aging)**

Contact: Leslea Rockers 785-242-7200

Address: 117 South Main Ottawa, KS 66067

Email: leslear@eckaaa.state.ks.us

Position: **Senior Health Insurance Counseling for Kansas (SHICK)**

Age: Adults

Time Commitment: Established jointly between volunteer and ECKAAA

Description: Assist Medicare beneficiaries with Medicare and other insurance information, questions and enrollment.

Training provided: Yes

Contact: Deb Henningsen 785-242-7200

Address: 117 S Main, Ottawa, KS 66067

Email: [health@eckaaa.org](mailto:health@eckaaa.org)

Position: **Health and Wellness Specialist**

Age: Adults

Time Commitment: Varies by project but always during daytime hours

Description: Assist with chair exercise programs, sharing personal stories with students and participating in intergenerational activities within the community.

## **ECKAN Community Center**

Contact: Jake Howard 785-242-7515

Address: 1320 S. Ash Ottawa, KS 66067

Email: jhoward@eckan.org

Position: **Client Services Volunteer**

Age: High School and Older

Time Commitment: Varies

Comm. Service/Probation: Yes

Description: The volunteer could help with commodity distribution.

Training provided: Yes

Position: **Mobile Food Pantry Volunteer**

Age: 14 and Older

Time Commitment: 3 hrs/month, 1<sup>st</sup> Wednesday of each month

Comm. Service/Probation: Yes

Description: Distribute food to clients. Help clients carry food to vehicles outside of the Armory.

Training provided: Yes



## **ECKAN Head Start**

Contact: Margo Hughes 785-242-4405

Address: 225 E. 2<sup>nd</sup> St. Ottawa, KS 66067

Email: mhughes@eckan.org

Position: **Classroom Helper**

Age: 16 or older

Time Commitment: Between 9am to 3pm

Comm. Service/Probation: Yes (Must pass KBI)

Description: Read to kids, eat lunch with students, assist teachers with projects, provide kitchen help.

Training provided: Yes

## **ECKAN Youth Services**

Contact: Lisa Rivers 785-242-7450 ext. 7209

Address: 1320 S. Ash Ottawa, KS 66067

Email: lrivers@eckan.org

Position: **Summer Feeding Program Assistant**

Age: 15 and older

Time Commitment: 11:30am-12:45pm Monday through Friday, June and July only

Description: Volunteers are needed to ensure that local children receive adequate nutrition during the summer months when school lunches are not available and parents are at work. Specific volunteer needs include setting up tables and chairs (heavy lifting involved), serve meals to children, monitor attendance, and clean up.

Training provided: Yes

## **Franklin County Cancer Foundation**

Contact: Joann Cook 785-242-2272 or Heidi Kingsolver, 785-242-5007

Address: 215 S. Main Ottawa, KS 66067

Email: fccf@att.net

### **Position: Board Members**

Age: 18 and older

Time Commitment: 2 hr/mo, Wednesday evening

Description: Make policy decisions, organization budget, determine best practices for meeting needs of cancer survivors and their families.

Training provided: No

### **Position: Office Assistant**

Age: Any

Time Commitment: 4 hour shift

Description: Answer phone, some clerical work. Knowledge of computer helpful.

Training: Yes

### **Position: Event Helpers**

Age: Any

Time Commitment: 2-4 hours

Description: Help with Events - Golf Tournament, Ice Cream Social at Car Show, Refreshments at Christmas Lighting, Cancer 5k Run.

Training provided: No

## **Franklin County Children's Coalition**

Contact: Brenda VanNess 785-229-8603

Address: PO Box 1004 Ottawa, KS 66067

Email: brenda.vanness@srs.ks.gov

### **Position: Children's Activity Helper**

Age: High School and Older

Time Commitment: Varies, During Spring Break

Description: Provide activities for children while out of school for spring break (Spring Fling) and winter break (Winter Adventure). Supervise, serve food, arts and crafts helper, etc. during Parent University.

## **Franklin County CVB & Visitor Center**

Contact: Kristi Lee 785-242-1411

Address: 2011 East Logan Ottawa, KS 66067

Mailing: PO Box 203 Ottawa, KS 66067

Email: director@visitottawakansas.com; marketing@visitottawakansas.com

Position: **Visitor Information Specialist**

Age: 18+

Time Commitment: 10-1:30; 1:30-5 M-F, 9-12:30 and 12:30-4 SA, 12-4 Sun

Description: Meet and greet visitors who come to the center, provide them with maps and brochures on our area and other communities across the state and help the visitors find our motels, restaurants, etc. We also have opportunities to help with community events.

Training provided: Yes

## **Franklin County Historical Society/Old Depot Museum**

Contact: Shera Herman 785-242-1250; Deb Barker-Franklin County Records 785-242-1232

Address: 135 West Tecumseh Ottawa, KS 66067; Tuesday-Saturday 9AM-4PM

Email: bakerd@old.depot.museum

Position: **Front Desk and/or Proofreader**

Age: Any

Time Commitment: Varies

Comm. Service/Probation: Yes

Description: Greet visitors, sell tickets to the museum and answer questions and/or proofread documents for accuracy and syntax prior to printing.

Training provided: Yes

Position: **Building and Grounds**

Age: Any

Time Commitment: Varies

Comm. Service/Probation: Yes

Description: Planting flowers, pulling weeds and paint fences.

Training provided: Yes

Position: **Various Committees**

Age: Any

Time Commitment: Varies

Comm. Service/Probation: Yes

Description: Volunteers are needed to sit on various committees, such as the Collections Committee and the Exhibits Committee.

Training provided: Yes

## **Franklin County Recycling Center**

Contact: 785-229-3176

Address: 2017 S. Elm Ottawa, KS 66067

Age: Any

Time Commitment: Varies (Open M-F 7-3pm and Sat. 9-1pm, especially need help on Mondays)

Description: Volunteers needed to sort materials to be recycled and empty recycling bins.

## **Franklin County Rural Firefighter**

Contact: James Savage 785-418-2988

Address: 327 Virginia Rd, Greeley, KS 66033

Email: pottfire@yahoo.com

Position: **Fire Fighters**

Age: 18 and older

Time Commitment: 24/7, As Needed

Description: Fire response volunteers needed in Centropolis, Cutler, L.O.H, Ohio, Pomona, Pottawatomie, Richmond, Wellsville, & Williamsburg.

## **Goodwill Industries**

Contact: Cari Halliburton 785-242-4474

Address: 2208 S. Princeton Circle Drive, Ottawa, KS 66067

Email: [challiburton@mokangoodwill.org](mailto:challiburton@mokangoodwill.org)

Position: **Recruitment Fair Assistants**

Age: 16 and up

Time Commitment: 6 Hours

Description: Provide support to the Coordinators of the fairs and to the employers and agencies during the fair; setting up and tearing down tables and chairs, setting out each employer and agency's information, preparing and then cleaning up the hospitality area, helping post signage around town leading up the fair.

Training provided: Yes

## **Habitat for Humanity**

Contact: Board of Directors 785-242-2600

Address: PO Box 291 Ottawa, KS 66067

Email: [cnden7@gmail.com](mailto:cnden7@gmail.com) or [hfhofc@sbcglobal.net](mailto:hfhofc@sbcglobal.net)

Website: [www.franklincountyhabitat.org](http://www.franklincountyhabitat.org)

### **Position: Construction**

Age: 18 and older (16+ if no power tools in use)

Time Commitment: As needed-mainly Saturdays

Description: General construction at worksite including framing, electrical, carpentry, drywall, painting, etc.

Training provided: Yes

### **Position: Administrative Committees**

Age: 18 and older

Time Commitment: Committees meet 2-3 hrs./mo

Description: Committees seeking members: Resource Development, Outreach, Family Selection & Support, Volunteer Management

Training provided: Yes

### **Position: Bookkeeper**

Age: 18 and older

Time Commitment: 10-15 hrs./mo

Description: Manage intake and recording of 10+ mortgage payments from partner families as well as tracking of generous donations of cash and/or gifts-in-kind to our organization's work.

Training provided: Yes

### **Position: Family Advocate**

Age: 18 and older

Time Commitment: Varies

Comm. Service/Probation: Yes

Description: Work one-on-one with partner family in their transition to homeownership. Help plan homeowner education classes for families prior to closing.

Training provided: Yes

## **His Way Ministries/Buffalo Ridge Retreat Center**

Contact: Karen Fenfro 785-746-5418

Address: 1203 Finney Road, Williamsburg, KS 66095

Mailing PO Box 400, Ottawa, KS 66067

Email: [buffaloridge@hiswayministries.org](mailto:buffaloridge@hiswayministries.org)

### **Position: Housekeeping / Kitchen**

Age: 18 and older

Time Commitment: Periodically

Description: Help to prepare guest house/rooms for guests. Also help with meal preparation and serving when hosting small groups. Training provided: No

### **Position: Maintenance & Groundskeeping**

Age: 18 and older

Time Commitment: Periodically

Description: Carpentry, painting, staining, clearing brush, weed eating, etc.  
Training provided: No

### **Position: Office Helper**

Age: 18 and older

Time Commitment: 2 hours per month

Description: Assist with mailings

Training provided: No

## **Hope House**

Contact: Mary Lois Yates 785-242-4444

Address: 304 S. Walnut St. Ottawa, KS 66067

Email: [hopehouse304@att.net](mailto:hopehouse304@att.net)

### **Position: Clothing Assistant/ Food Pantry**

Age: Any

Time Commitment: Tue, Wed, and Thur. & 2nd Sat. from 9-11

Description: Sort and arrange clothing, Prepare food orders,

### **Position: Office Assistant**

Age: Any

Time Commitment: Tue, Wed, and Thur. & 2nd Sat. from 9-11

Description: Office Work: working on the computer, filing, training to work with clients' emergency assistance

## **KVC Behavioral HealthCare, Inc.**

Contact: Jessica Doll 913-499-8011

Address: 1301 S. Main St., Suite 11, Ottawa KS 66067

Email: [jdoll@kvc.org](mailto:jdoll@kvc.org)

Position: **Support Group Volunteer**

Age: 14+

Time Commitment: Once a month

Description: Help watch young foster children while their foster parents attend support group. Help with homework, play games, help with snacks/dinner, etc. Held at Ottawa Community Church.

Position: **Event Volunteer**

Age: 12+

Time Commitment: Varies

Description: Help at annual foster care events, including Parents Night Out, Foster Care Appreciation events, Back to School events, Holiday Celebrations and other episodic events in Franklin County.

## **LifeCare Center**

Contact: Liz Posey 785-242-4500

Address: 121 E. 2<sup>nd</sup> St. Ottawa, KS 66067

Email: [hope@lifecarecenter.org](mailto:hope@lifecarecenter.org)

Volunteers submit to an application process that includes agreement to a mission statement, a statement of faith and principle and a background check.

Position: **Mentor/Teacher**

Age: 18 and older

Time Commitment: 3 or more hrs. per wk.

Description: Lead discussion of parenting lessons with clients

Position: **Receptionists and Store Keeper**

Age: 18 and older

Time Commitment: 3 or more hrs. per wk.

Description: Answer phones, schedule appointments, greet clients, file charts, and makecopies; Help sort and clean donations, stock shelves, and assist client "shoppers."

Position: **Nurse Volunteer**

Age: 18 and older

Time Commitment: 3 or more hrs. per wk.

Description: Volunteers trained in sonography needed to do pregnancy testing and perform ultra sounds.

## **Meals on Wheels - MidAmerica Nutrition**

Contact: Florene Hart 785-242-1533 or Sharon Geiss 785-242-8341

Address: 134 South Main Ottawa, KS 66067

Email: sdgeiss@midamericanutrition.org

Position: **Delivery Driver**

Age: 16 and older

Time Commitment: M-F 11-12:00, 1 hr per week

Comm. Service/Probation: Yes

Description: Deliver meals to homebound people. Volunteer must provide their own transportation.

Training provided: No

## **Midland Hospice Care**

Contact: Suz McIver 785-232-2044 ext. 410

Address: 635 South Main Ottawa, KS 66067,

200 SW Frazier Topeka, KS 66606 & 319 Perry, Lawrence, KS 66054

Email: smciver@midlandcc.org

Position: **Patient Care Volunteers**

Age: 18 and older

Time Commitment: 2 hrs/wk

Description: Visit patients in their home, nursing home, hospital or at Hospice House. Provide companionship to the patient and family & assist with activities that include running errands, reading to patient, relieving caregiver and helping with household chores.

Training provided: Yes

## **Ottawa Community Arts Council**

Contact: Debra Sue Dunlap 785-242-3169

Address: Carnegie Cultural Center, 515 S Main, Ottawa, KS 66067

Email: dunlapdebra2@yahoo.com

Position: **Gallery Volunteer**

Age: 17 - Adult

Time Commitment: Afternoon during the week and on weekends

Description: Staff the gift shop desk, host/hostess of the art exhibits, answer phones, etc.

Training provided: Yes



## **Ottawa Library**

Contact: Shannon Leonard 785-242-3080

Address: 105 South Hickory Ottawa, KS 66067

Email: [terry.chartier@ottawalibrary.org](mailto:terry.chartier@ottawalibrary.org) ; [shannonleonard4@gmail.com](mailto:shannonleonard4@gmail.com)

Position: **Summer Reading Program Volunteer**

Age: Any

Time Commitment: 2-3 hours/week during June and July

Description: Assist with summer reading program registration and/or special activity days.

Position: **5K Run/Walk Route Volunteer**

Age: Any

Time Commitment: 2-3 hours

Description: Help monitor walkers/runners as they complete the course; second Saturday in October

## **Ottawa Library – Friends of the Library**

Contact: Mike Hall 785-242-3255

Address: 209 E. 2nd Ottawa, KS 66067

Position: **Book Sale Sorter**

Age: Any

Time Commitment: Mon. 1-2:30, 1st Sat. of the month from 8-12

Description: Sort donated books into categories at the Friends of the Library Bookstore

Training provided: No

## **Ottawa Main Street Association**

Contact: Becci Shisler 785-242-2085

Address: 109 East 2nd Street

Ottawa, Kansas 66067

Email: [ottawamainstreetdirector@yahoo.com](mailto:ottawamainstreetdirector@yahoo.com)

Position: **Volunteer**

Time Commitment: Varies

Description: Volunteers to help with corner of downtown Main Street beautification project (ex. watering the corners and Haley Park, cleaning alleys etc.). Volunteers needed for various fund raising projects hosted by OMSA throughout the year.

## **Ottawa Police Department**

Officer Reserve Program

Contact: Sgt. Steve Lemons 785-229-3681

Address: 715 West 2nd Street, Ottawa, KS 66067

Email: [slemons@ottawaks.gov](mailto:slemons@ottawaks.gov)

Position: **Police Officer Reserve**

Age: Minimum of 21 years old

Time Commitment: Varies

Description: Reserve Officers must pass an applicant process which includes a board interview and a Chief of Police interview. They must agree to a background check including criminal and driving history. Reserve Officers job duties requirements are but not limited to assisting and riding along with Certified Police Officers on patrol. Reserves assist on transports, crime scene security, business checks, parade assistance and many other activities such as traffic control for special events.

Training: Police Reserves receive annual firearms training, taser training, pepper spray training, handcuffing technique training, along with Kansas State Law training.

## **Ottawa Retirement Village & Village West**

Contact: Christina Wilson 785-242-5399

Address: 1100 West 15<sup>th</sup> and 1527 Twyman St., Ottawa, KS 66067

Position: **Special Visitor to Elderly Residents**

Age: Any

Time Commitment: 9-11 and 2-6 Mon-Fri and weekends

Description: Playing games or making music with elderly, helping with crafts, bring your pet for socializing, distributing mail, or assist with outings to zoo, etc.

## **Ottawa Wellsville Infant Toddler (OWIT) Program / Fr. City Early Childhood Coord. Council (FR-ECCC)**

Contact: Kelly or Nancy 229-8110 x1157

Address: Ottawa, KS 66067

Email: [nancy.juhlin@greenbush.org](mailto:nancy.juhlin@greenbush.org)

Position: **Board & Committee Members**

Age: 18 and older

Time Commitment: 2 hr./mo

Description: Work to ensure that children ages birth to 5 will grow and thrive. Committees include: Service delivery, fundraising, developmental screening, publicity, by-laws.

## **Prairie Paws Animal Shelter**

Contact: Becky Bentley 785-242-2967

Address: 3173 K 68. Ottawa, KS 66067

Email: [prairie.paws@hotmail.com](mailto:prairie.paws@hotmail.com)

Website: [www.prairiepaws.org](http://www.prairiepaws.org)

Position: **Shelter Assistant**

Age: Any (Under 14 must be accompanied by adult; under 18 must have waiver of liability signed by parent)

Time Commitment: Varies

Description: Daily Tasks: Socializing/walking dogs, playing with cats, general housekeeping & grounds maintenance, cleaning living environments, feeding & watering animals. Occasional Tasks: off-site adoptions, obedience & grooming of animals, public relations, computer & fundraising assistance.

## **Relay for Life**

Contact: Mel Milliken, Kimberly Comstock or Becky Cain

Address:

Email: [relayfrco@yahoo.com](mailto:relayfrco@yahoo.com) or [BeckyRelays@yahoo.com](mailto:BeckyRelays@yahoo.com)

Website: [www.relayforlife.org/franklincountyks](http://www.relayforlife.org/franklincountyks)

Position: **Walker?**

Age: 18 and older

Time Commitment: Varies

Description:

Training provided: No

## **Ransom Memorial Hospital Auxiliary**

Contact: Jody Lancaster 785-229-8231

Address: 1301 South Main Ottawa, KS 66067

Email: [jodyl@ransom.org](mailto:jodyl@ransom.org)

Position: **RMH Volunteer**

Age: 18 and older

Time Commitment: Varies

Description: Positions serve the hospital in the following areas: Cafeteria Cashier, Surgery, Gift Shop Cashier, Information Desk, Gollier Center, or X-ray

Training provided: Yes

## **Salvation Army**

Contact: Adam & Kelli Lynch 785-418-1287

Address: PO Box 494 Ottawa, KS 66067

Email: adamlynch509@yahoo.com; kellylynch509@hotmail.com

Position: **Kettle Bell Ringer**

Age: 15 and older (14 & Under w/ adult)

Time Commitment: Varies (1-2 hr. shifts)

Comm. Service/Probation: Yes

Description: Bell ringers are needed at local retail establishments to raise money for families in need in Franklin County.

Training provided: No

## **Teen Court of the 4<sup>th</sup> Judicial District Community Corrections**

Contact: Julie Roehl 785-229-8959

Address: 1418 Main Suite #3 Ottawa, KS 66067

Email: [jroehl@franklincoks.org](mailto:jroehl@franklincoks.org)

Website:

[http://www.franklincoks.org/communitycorrections/communitycorrections\\_page.htm](http://www.franklincoks.org/communitycorrections/communitycorrections_page.htm)

Position: **Teen Court Volunteer**

Age: 10-17

Time Commitment: Varies with cases

Description: Serve on a Peer Jury and decide the disposition, or sentence of the offender.

Volunteers could potentially serve as the Judge, Bailiff, Jury Foreperson, Clerk.

Training Provided: Yes about an hour

## **The Rodney White Children's Foundation**

Contact: Dana White, 785-242-8242

Address: PO Box 475, Ottawa, KS 66067

Email: [rodneywhitechildrensfoundation@gmail.com](mailto:rodneywhitechildrensfoundation@gmail.com)

Website: facebook.com/rodneywhitechildren

Position: **Volunteer Coordinator**

Age: 18 and older

Time Commitment: Varies

Description: We would like someone to take the lead in our community outreach events which include an annual rummage sale, the Hotrod Annual Golf Tournament and our annual blood drive.

Training Provided: Yes

Position: **Administrative/Clerical Worker**

Age: 18 and older

Time Commitment: Varies

Description: Occasional typing and filing, phone calls and scheduling.

Training Provided: Yes

## **The Willow Domestic Violence Center**

Contact: Becca Burns 785-331-2034 x104 or Melissa 785-242-6300

Address: PO Box 633 Lawrence KS 66044

Email: [bburns@willowdvcenter.org](mailto:bburns@willowdvcenter.org)

### **Position: Court Advocate**

Age: 18 and older

Time Commitment: Varies

Description: Direct service to DV survivors-Help Fill out PFA and PFS Petitions, Accompany survivors to hearings (Civil: Protection Orders, divorce, custody or Criminal: Abuser's cases). Be a Willow presence attending key DV and SA cases.

Training provided: Yes

### **Position: Outreach & Development**

Age: Flexible

Time Commitment: Varies

Description: Man tabling and display events as they come up, help give presentations to community groups, plan and lead activities for different kids' groups (ex. Girl Scouts, After-School Program), raise awareness in rural communities about The Willow. Come up with and spear head projects for Franklin County to help with anything from fundraising to outreach, network with community members and find new partners to work with.

### **Position: Office/Clerical Assistant**

Age: 18 and older

Time Commitment: 2-3 hrs/wk.

Description: Answer phone lines, file, data input, be available for crisis court help and direct service, attend court hearings, help build and organize the Willow resources, create projects and documents for office and community use.

Training provided: Yes

## **United Way**

Contact: Meg Hooper Pearson 785-418-2015 or 816-529-8959

Address: PO Box 233 Ottawa, KS 66067

Email: [united.way.of.franklin.co@gmail.com](mailto:united.way.of.franklin.co@gmail.com)

### **Position: UnitedWayCorps**

Age: Any

Time Commitment: 1-2 hours per month

Description: Duties vary widely but might include office tasks such as file organization, database upkeep, mass mailings, writing thank you cards, or newsletter creation. More challenging tasks include volunteer recruitment, public speaking and document proofreading.

## **VITAS Innovative Hospice Care**

Contact: Meredith Reneau 816-447-3406

Address: 13316 West 98<sup>th</sup> Street, Lenexa, KS 66215 (we serve patients in Ottawa)

Email: [Meredith.reneau@vitas.com](mailto:Meredith.reneau@vitas.com)

Position: **Patient Care Volunteer**

Age: 16 and older

Time Commitment: 2 hrs/week

Description: VITAS is looking for kind and caring people to help terminally ill patients and their families. Friendly visits, respite care, simple errands, providing a listening ear and the gift of friendship at a crucial time in someone's life can make a real difference in that person's life. Yours too!

Training Provided: Yes. We could meet for training in Ottawa, KS.

## **Volunteers in Police Service**

Contact: Ron Hughes 785-229-3600 ext. 13

Address: 715 W. 2nd Ottawa, KS 66067

Email: [rhughes@ottawaks.gov](mailto:rhughes@ottawaks.gov)

Position: **Volunteers in Police Service**

Age: Any

Time Commitment: Varies

Description: Administrative, outdoor special events, handicapped parking enforcement, finger printing job applicants, assist court clerk and more. Volunteers must provide reference & agree to a background check of criminal & driving history.

Training Provided: Yes

## **Williamsburg Historical Society**

Contact: Judy Simpson or Diana Macoubrie 785-214-1124 or 785-214-3067

Address: 305 S. East St., Williamsburg, KS 66095

Email: [judygm1@yahoo.com](mailto:judygm1@yahoo.com)

Position: **Museum Assistant**

Age: 18 and older

Time Commitment: 2 hours per month

Description: Greeting and hosting museum guests.

Training Provided: Yes

## **Youth Action Council - ECKAN**

Contact: Lisa Rivers 785-242-7450 ext. 7209

Address: 1320 S. Ash Ottawa, KS 66067

Email: Lrivers@eckan.org

Position: **Youth Volunteer**

Age: Grades 6-12

Time Commitment: 6 Hrs. per month

Description: Students attend meetings twice a month to discuss, plan, and reflect on service projects such as Senior Socials, Make a Difference Day, literacy projects, etc.

## **Youth in Government- ECKAN**

Contact: Lisa Rivers 785-242-7450 ext. 7209

Address: 1320 S. Ash Ottawa, KS 66067

Email: Lrivers@eckan.org

Position: **Youth Liaison**

Age: Grades 8-12

Time Commitment: 6 Hrs. per month

Description: Students serve as liaisons to various boards/commissions speaking on behalf of Ottawa's youth. (e.g. ORC, Main Street, Library Board, School Board, City Commission, etc.) Meet monthly and represent City at state-wide & national conferences.

Training provided: Yes

## **ANNUAL VOLUNTEER EVENTS CALENDAR:**

If you are looking to be a part of a large-scale event or need to place multiple volunteers, this calendar of once-a-year special events may prove useful in finding just the right event to meet your volunteer needs. Please contact the sponsoring organization directly for further information or to get on their roster of volunteers.

### **January**

Winter Adventures-Franklin County Children's Coalition

### **February**

17<sup>th</sup>-Annual Spaghetti Dinner-Prairie Paws

18<sup>th</sup> & 25<sup>th</sup>-McGruff-Volunteer in Police

25<sup>th</sup>-Blood Drive-Rodney White Children's Foundation

Chocolate Auction Fundraiser-CASA

Membership Drive-Ottawa Community Arts Council

Party for Volunteers-LifeCare Center

County Club Days-Frontier Extension District 4-H

### **March**

17<sup>th</sup>-Child & Adult Health Fair-Ransom Memorial Hospital

19<sup>th</sup>-23<sup>rd</sup>-Spring Fling Theatre Camp-ACT Ottawa

19<sup>th</sup>-23<sup>rd</sup>-Spring Fling-Communities in Schools

20<sup>th</sup>-Mayors for Meals-Mid-America Nutrition

25<sup>th</sup>-Spring Fling Theatre Camp Performance-ACT Ottawa

30<sup>th</sup>-Dinner/Auction Fundraiser-Mid-America Nutrition

March for Meal-Mid-America Nutrition

County Club Days-Frontier Extension District 4-H

Downtown Corner Gardens begin-Main St. Association

Career Fair-Goodwill Industries

Franklin County Kids Art Display-Ottawa Community Arts Council

### **April**

10<sup>th</sup>-Foster Parent Training-KVC Behavioral Health

28<sup>th</sup>-Roller Skating Party-KVC Behavioral Health

28<sup>th</sup>-Bowl for Kids' Sake-Big Brother Big Sisters

Spring Round Up-New Horizons Ranch

"I Am for the Child" Day-CASA

Auxiliary Dinner-Ransom Memorial Hospital

Tails on Trails Dog Walk-Prairie Paws Animal Shelter



## **May**

5<sup>th</sup>-City Wide Cleanup-Ottawa Volunteer Center, A Service of ECKAN  
5<sup>th</sup>-Rummage Sale-Rodney White Children's Foundation  
8<sup>th</sup>-Americans by Choice reception-Fr.Co.Historical Society  
12<sup>th</sup>-Walk Me Home 5K Race to Benefit Foster Children-KVC Behavioral Health  
19<sup>th</sup>-Volunteer Recognition Event-Mid-America Nutrition  
Walk-Franklin County Cancer Foundation  
Willow Walk / Red Shoe Run 5K Event-The Willow Domestic Violence Center

## **June**

5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> & 25<sup>th</sup>-Computer Classes for Seniors-ECKAAA  
9<sup>th</sup>-Mayhem on the Marais des Cygnes-Main Street Association  
11<sup>th</sup>-15<sup>th</sup>- Night in the Museum: History Camp grades 5<sup>th</sup>-10<sup>th</sup>-Old Depot Museum  
12<sup>th</sup>-Parent Support Group-KVC Behavioral Health  
26<sup>th</sup>-Blood Drive-American Red Cross/Franklin County  
Summer Reading Program Starts-Ottawa Library

## **July**

4<sup>th</sup>-Glorious Fourth Breakfast at Dietrich Cabin-Fr.Co.Historical Society  
20<sup>th</sup>-23<sup>rd</sup>-Franklin County Fair-Frontier Extension District 4-H  
31<sup>st</sup>-National Night Out-Volunteers in Police Service

## **August**

5<sup>th</sup>-6<sup>th</sup>-7<sup>th</sup>-Dare Camp for 6<sup>th</sup> graders-Volunteers in Police Service  
8<sup>th</sup>-Foster Care Back-to-School Swim Party-KVC  
United Way Campaign Kickoff-United Way of Franklin County  
22<sup>nd</sup>-Blood Drive-American Cancer Society / Franklin County  
Back-to-School Celebration Swim Party-KVC Behavioral Health

## **September**

7<sup>th</sup>-8<sup>th</sup>-9<sup>th</sup>-Power of the Past Antique Engine & Tractor Show-785-242-2686  
21<sup>st</sup>-23<sup>rd</sup>-Hearts of Hope Family Grief & Loss Camp-Midland Care Hospice  
29<sup>th</sup>-Hot Rod Golf Tournament-Rodney White Children's Foundation  
Annual Gala-New Horizon Ranch  
Parents' Night Out-KVC Behavioral Health  
Early Childhood Fall Festival-OWIT  
Banquet/Auction-Prairie Paws  
Old West Cowboy Days-  
Bikers' Ride-CASA  
Esoteric & Terrible Order of Pie Eaters-Old Depot Museum

## **October**

1<sup>st</sup>-Nov.15<sup>th</sup>-Small Business Campaign-United Way of Franklin County

9<sup>th</sup>-Parent Support Group-KVC

13<sup>th</sup>-Native Neighbors 75<sup>th</sup> Anniversary Event-Fr.Co.Historical Society

Horse Show-New Horizons Ranch

Annual Career & Community Job Fair-Goodwill Industries

Spook Parade-Main Street Association

Haunted Museum-Old Depot Museum

## **November**

17<sup>th</sup>-Holiday Decorating at Old Depot Museum-Fr.Co.Historical Society

28<sup>th</sup>-Art Auction-BBBS & OCAC

Wine Tasting-Main Street Association

Recognition Event-Old Depot Museum

New Shoe Drive-Communities in Schools/Rodney White/RMHospital

Veteran's Day-Franklin County Convention & Visitor's Bureau

Kettle Campaign Bell Ringing Kicks Off-Salvation Army

## **December**

9<sup>th</sup>-Christmas Homes Tour-Ransom Memorial Hospital

Breakfast with Santa-Main Street Association

Christmas Bureau-ECKAN

Christmas Stockings for Oncology Kids-Rodney White Children's Foundation

Winter Adventure-Franklin County Children's Coalition

Holiday Celebration Event for Foster Kids-KVC Behavioral Health

Adopt-a-Family-The Willow Domestic Violence Center

Adopt-a-Family-ECKAN

Holiday Decorating-Old Depot Museum

Stars of Light-CASA



## The Five W's of Volunteering

Who can volunteer?

Anyone. Any age.

What is volunteering?

Anything you do to help someone or to better the community out of the goodness of your heart is volunteering.

When can I volunteer?

Days, evenings or weekends. On an ongoing or short-term basis.

Where can I volunteer?

At home, in your neighborhood or at an agency.

Why should I volunteer?

Volunteering is a fun, educational way to learn about the community; seeing how you can make a difference in the lives of others.



## Tips for Volunteers

- Wear appropriate clothing for outdoor activities.
- If you would like to bring young children, please check with the organization to make sure supervision is available.
- Check with the organization prior to the activity about what you need to bring (tools, lunch, safety gear, etc.)
- Give the organization adequate advance notice if for some reason you cannot participate.
- Please let the contact person know the Ottawa Volunteer Center referred you.
- Give the organization and Ottawa Volunteer Center feedback on the project.
- ***Most importantly, have lots of fun!***

Volunteers do not necessarily have  
the time; they just have the heart.

-- Elizabeth Andrew

When the story of these times gets  
written, we want to say that we did  
all we could, and it was more than  
anyone could have imagined.

-- Bono

In every community there is work to be done. In  
every nation there are wounds to heal. In every  
heart there is the power to do it.

--Marianne Williamson

You make a living by what you  
get. You make a life by what you  
give.

-- Winston Churchill

Never doubt that a small group of  
committed people can change the world.  
Indeed, it is the only thing that ever has.

-- Margaret Mead

## **NOTES:**