



Thank you for expressing an interest in interning with Alternatives For Girls (AFG). Volunteers are the lifeblood of our work at AFG. Without people like you, we would not be able to fulfill our mission or accomplish our goals. In 2007 Alternatives For Girls celebrated its 20<sup>th</sup> Anniversary, and this year we hope that you will become a part of our family as we move into the next 20 years—and beyond!

This packet consists of descriptions of AFG program departments and the volunteer opportunities within each department; information about AFG's mentoring program, PROOF Works!; and a schedule of new volunteer orientation dates with a registration form. These orientations are your first step to becoming a volunteer with Alternatives For Girls. You only need to attend one; additional trainings for individual departments will be available as needed. Orientations are held here at AFG.

I look forward to meeting you and assisting you in your process of becoming a vital part of Alternatives For Girls. If you have any additional questions or concerns prior to a New Volunteer Orientation, please don't hesitate to contact me at the number or email address listed below.

## VOLUNTEERING AT ALTERNATIVES FOR GIRLS

**\*AFG is always open to new and creative ideas. \***

**Volunteers are one of our most important resources at AFG. We encourage you to bring your passion and creativity to volunteering—we promise that we will do our best to make it a great fit!**

**To volunteer, or for more information, please contact Kim Newberry, Volunteer Coordinator at 313-361-4000, ext. 228 or [knewberry@alternativesforgirls.org](mailto:knewberry@alternativesforgirls.org).**

# SHELTER/TIL (TRANSITION TO INDEPENDENT LIVING)

## OVERVIEW

The Crisis Shelter/ Transition to Independent Living (TIL) Program serves homeless girls and young women between the ages of 15 and 21 who are not in the foster care or judicial systems. For most young women, the program begins with short-term shelter and counseling in our facility. During the 30 to 45 day stay, and continuing for 12 to 18 months thereafter, trained staff members assist participants develop independent living skills, obtain and maintain employment, re-enter school, and, when appropriate, enhance parenting skills.

The Crisis Shelter staff and volunteers also run our toll free Crisis Line, which is in operation 24 hours a day/7 days a week. Through the Crisis Line, people learn if they are eligible for AFG services and also receive other community resources.

## OUTCOMES

-  Provides safe living space for homeless teen girls, ages 15-21, and possibly their children
-  Encourages positive parenting
-  Develops independent living skills
-  Teaches financial responsibility
-  Promotes healthy life choices
-  Builds strong family foundations
-  Creates positive atmosphere for growth and development
-  Intervenes in crisis situations
-  Nurtures confidence, strength, and independence
-  Fosters healthy relationships
-  Assists with goal setting and long-term planning
-  Builds positive work habits
-  Assists with educational planning
-  Enhances employability



# SHELTER/TIL VOLUNTEER OPPORTUNITIES

## **Shift Assistant:**

### **Responsibilities**

Interact with Shelter residents, supervise daily shelter activities, answer the crisis line, respond to visitors, facilitate group activities for residents (fitness, arts and crafts, etc.) and work as a team member with the Shelter staff. **Willingness to prepare meals with residents is a plus.**

### **Time Frame**

Mornings, afternoons and evenings.

### **Commitment**

Based on individual's availability.

## **TIL Class Presenter (Transition to Independent Living):**

### **Responsibilities**

Present to residential and non-residential participants on such topics as independent living skills, job readiness, financial literacy, substance abuse prevention information, health related issues (nutrition, HIV/AIDS awareness, pregnancy, etc.), interpersonal skills, self-esteem issues, cultural diversity and awareness, etc. **There is a special need for computer literacy.**

### **Time Frame**

Monday thru Thursday.

Four hour sessions, morning and evening classes.

### **Commitment**

Based on presenter's availability.

## **Group Outing Support Assistants:**

### **Responsibilities**

Accompany program staff on field trips, assisting with driving and monitoring residents and their children.

### **Time Frame**

Outings are year round and on-going. Most outings take place evenings and weekends.

### **Commitment**

Based on individual's availability.

## **Cosmetology Services:**

### **Responsibilities**

Provide the following cosmetology services to shelter residents: hair styling and braiding, manicures, pedicures, eye lashes, eye brow arching, massages, etc.

### **Time frame**

Mondays.

Daytime hours.

### **Commitment**

One to four times per year.

## **Intern:**

### **Responsibilities**

Provide any of the above volunteer services. Assist with daily program operations including crisis calls, client advocacy, providing referrals, client walk-ins, acquiring and sorting donations and maintenance of program documentation. Work alone or with staff to provide therapeutic and counseling services under AFG's guidelines, either in a group or individual setting.

### **Time Frame**

Based on internship requirements of student.

### **Commitment**

The duration of required internship.



# OUTREACH AND EDUCATION SERVICES (OES)

## OVERVIEW

Our Outreach and Education Services department (OES) provides staff, volunteers, and peer educators who work directly on the street with young women at high-risk for homelessness and young and adult women involved in commercial sex work, particularly street-level prostitution and exotic dancing. Street outreach teams deliver referrals, harm reduction materials, crisis intervention, food, and access to more in-depth AFG services.

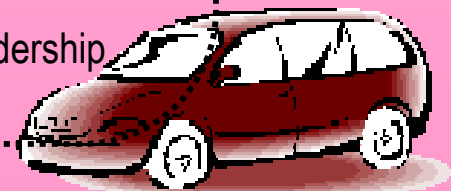
OES also fosters peer education through community outreach presentations on ATOD (alcohol, tobacco, and other drugs) prevention, lesbian/gay/bi-sexual/transgender issues, and prevention of juvenile justice system recidivism.

OES provides group services to girls and women seeking to exit sex work and HIV/STI information for AFG's staff and participants.

The primary goal is to assist those at high-risk for and/or involved in high-risk behaviors in taking steps toward safer and healthier lives.

## OUTCOMES

- 🚐 Provides direct interventions to reduce high-risk activities
- 🚐 Builds positive leadership skills in young and adult women
- 🚐 Enhances employability
- 🚐 Ensures access to resources and opportunities
- 🚐 Affirms the value of the individual
- 🚐 Educates on safe alternatives to life-threatening behaviors
- 🚐 Facilitates harm reduction
- 🚐 Accesses hard to reach populations
- 🚐 Meets people where they are at
- 🚐 Promotes positive peer relationships and leadership
- 🚐 Strengthens community



# OUTREACH & EDUCATION SERVICES VOLUNTEER OPPORTUNITIES

## Safe Choices Outreach Worker:

### Responsibilities

Participate in street outreach to women who exchange sex for money or survival needs. Outreach workers employ a harm reduction approach to addressing the risks of unprotected sex, drug use, violence and illegal activities. They engage contacts in conversation, offer material assistance and referral information. Volunteers receive extensive training pertinent to their chosen type of street outreach.

### Time frame

Two hour shifts or three hour midnight shifts.  
Evening and night shifts.

### Commitment

Two Outreach shifts per month.  
One year minimum.

## New Choices Volunteer:

### Responsibilities

Support girls and women in exiting sex work in multiple ways, such as facilitation of workshops and groups, transportation assistance, meal preparation, etc.

This volunteer position can be specially tailored to your individual interests.

### Time frame

Monday thru Thursday.  
Daytime hours.

### Commitment

Based on individual's availability.

## Safe Choices Outreach Shift Leader:

### Responsibilities

Act as the leader of an outreach team in lieu of staff, providing all of the services of an outreach volunteer with the added responsibility to ensure the quality of the overall shift and take charge of investing more time with individual outreach contacts. **(Must have been an Outreach volunteer for at least one year.)**

### Time frame

Two hour shifts or three hour midnight shifts.  
Evening and night shifts.

### Commitment

Two Outreach shifts per month.  
One year minimum.

## Clothing Closet Organizer:

### Responsibilities

Make sure that the Clothing Closet (which is used by all AFG participants) is neat and orderly. The organizer(s) would ensure that clothing and accessories were in the properly labeled areas and inform staff when certain items were running low, as well as keep up with how many donations are in storage, to help eliminate excessive pile-up. The organizer(s) would also assist with changing donations over for the appropriate season. This opportunity can be for an individual or a small group.

### Time frame

At least once monthly

### Commitment

Ideally, one year, but it could depend on volunteer availability

## Resource Center Worker:

### Responsibilities

Answer the phone and assist any walk-ins seeking assistance. Provide a listening ear and information about a wide variety of resources that AFG provides, as well as other service agencies within the community, such as food assistance, shelter, mental health services, after school programs, etc.

### Time Frame

Monday – Friday.  
Shifts are 9:00 am to 1:00 pm and 1:00 pm to 5:00 pm.

### Commitment

Based on individual's availability.

## Intern:

### Responsibilities

Provide any of the above volunteer services.

Assist with daily program operations including crisis calls, client advocacy, providing referrals, client walk-ins, acquiring and sorting donations and maintenance of program documentation.

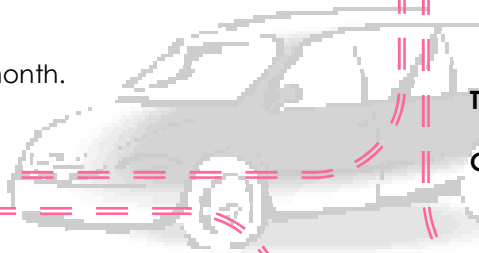
Work alone or with staff to provide therapeutic and counseling services under AFG's guidelines, either in a group or individual setting.

### Time Frame

Based on internship requirements of student.

### Commitment

The duration of required internship.



# COMMUNITY-BASED PREVENTION

## OVERVIEW

Our Community-Based Prevention Services serves girls in Southwest Detroit and other Detroit communities between the ages of 5 and 20, who are at risk for dropping out of school, abusing drugs and/ or alcohol, early pregnancy, engaging in gang activities, running away from home, and/ or becoming involved in an abusive relationship. Under the guidance of trained adult female staff and volunteers, the girls participate in weekly after school programming and bi-weekly Girls' Club meetings designed to give age-appropriate messages bolstering self-esteem, strengthening personal values, improving their interpersonal skills, and to support their school performance. CBPS provides group activities for cultural exploration, social activism, fitness, nutrition, community service and leadership and outdoor initiatives. AFG also provides services to the family members of the girls and young women through family services coordination.

## OUTCOMES

- ☺☺☺ Fosters self-esteem
- ☺☺☺ Introduces new experiences and positive alternatives
- ☺☺☺ Expands the cultural and intellectual horizons of clients
- ☺☺☺ Creates a safe and fun environment for girls to grow in
- ☺☺☺ Promotes positive peer choices
- ☺☺☺ Provides skills to avoid early pregnancy, gang involvement, school truancy
- ☺☺☺ Facilitates relationships with positive role models
- ☺☺☺ Teaches decision-making and leadership skills
- ☺☺☺ Promotes commitment to successful education
- ☺☺☺ Encourages creative expression
- ☺☺☺ Fosters social responsibility
- ☺☺☺ Inspires long-term career and education goals
- ☺☺☺ Enlightens regarding social issues
- ☺☺☺ Affirms the value of the individual while promoting community
- ☺☺☺ Enhances positive peer relationships
- ☺☺☺ Encourages reaching beyond one's current self
- ☺☺☺ Fosters fun, cooperative learning
- ☺☺☺ Educates to reduce high-risk activities



# COMMUNITY-BASED PREVENTION VOLUNTEER OPPORTUNITIES

## **After-School Workshop Assistant:**

### **Responsibilities**

Volunteer with one of the after-school groups; Elementary School, Middle School, High School & the Teen Advisory Panel (TAP). Assist the workshop facilitator by helping prepare meals, maintaining peace amongst participants, helping with homework and assisting with activities.

### **Time Frame**

After-school workshops generally run from October – May.

### **Commitment**

Based on individual's availability.

## **Program Driver:**

### **Responsibilities**

Pick-up and drop-off participants at home and/or school for programming activities. Schedule will be arranged base on your personal availability.

### **Time Frame**

Time frame is based on individual availability. After school workshops are generally in the evenings. Special events are on the weekends and/or in the evenings on weekdays. Field trips and special workshops are generally held on the weekends.

### **Commitment**

No required time commitment.

## **Intern:**

### **Responsibilities**

Provide any of the above volunteer services. Assist with daily program operations including crisis calls, client advocacy, providing referrals, client walk-ins, acquiring and sorting donations and maintenance of program documentation. Work alone or with staff to provide therapeutic and counseling services under AFG's guidelines, either in a group or individual setting.

### **Time Frame**

Based on internship requirements of student.

### **Commitment**

The duration of required internship.

## **Tutor:**

### **Responsibilities**

Provide one-on-one or group tutoring to elementary, middle and high school aged girls in the areas of spelling, **math, science**, history, writing, astronomy, geometry, economics, Spanish & chemistry.

*\* Bold indicates a high desire for this topic.*

### **Time frame**

One hour for one-on-one sessions. Two hours for group sessions. Needed August-May.

### **Commitment**

Seeking individuals and/or groups willing to minimally commit to one session per week for one month.

## **Driver Assistant:**

### **Responsibilities**

Assist the program driver by ensuring that participants are wearing seatbelts and sitting appropriately in their seats. This individual will also run games for the girls to ensure safety. Games (i.e. eye spy, bingo, etc.) will be up to the individual's discretion.

### **Time Frame**

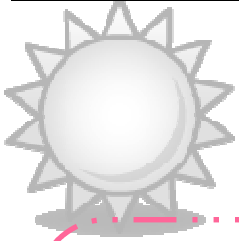
After school workshops are generally in the evenings 3pm – 9pm. Special events are on the weekends and/or in the evenings on weekdays. Field trips and special workshops are generally held on the weekends between 9am and 8pm.

### **Commitment**

No required time commitment.



# COMMUNITY-BASED PREVENTION VOLUNTEER OPPORTUNITIES



## RISE 'N' SHINE

### Rise N' Shine Assistant:

#### Responsibilities

Assist with the daily operations of the summer program. This position involves working with young girls ages 6-14.

#### Time Frame

Six hours daily, three days weekly.  
From the last week of June to the first week of August.

#### Commitment

Based on individual's availability.

### Rise 'N' Shine Workshop Facilitator:

#### Responsibilities

Facilitate a workshop, on your topic of expertise, during our six week summer program to a group of 10-15 girls ages 6-14. Topics include hands-on and physical topics of choice (i.e. soccer, arts & crafts, cheerleading, hair braiding, etc).

#### Time Frame

One or two hours per week for six weeks.  
From the last week of June to the first week of August.

#### Commitment

Seeking individual willing to commit to the entire six weeks and willing to attend the summer program finale, which is usually the 1<sup>st</sup> Friday in August.

### Driver Assistant:

#### Responsibilities

Assist the program driver by ensuring that participants are wearing seatbelts and sitting appropriately in their seats. This individual will also run games for the girls to ensure safety. Games (i.e. eye spy, bingo, etc.) will be up to the individual's discretion.

#### Time Frame

Rise N' Shine summer program driving hours are 8am-9am & 2:30pm - 4pm Tuesday thru Thursdays.

#### Commitment

No required time commitment.

### Intern:

#### Responsibilities

Provide any of the above volunteer services.

Assist with daily program operations including crisis calls, client advocacy, providing referrals, client walk-ins, acquiring and sorting donations and maintenance of program documentation.

Work alone or with staff to provide therapeutic and counseling services under AFG's guidelines, either in a group or individual setting.

#### Time Frame

Based on internship requirements of student.

#### Commitment

The duration of required internship.

## MENTORING

### Mentor:

#### Responsibilities

Develop positive relationships through fun activities and regular interaction, either one-on-one with children with incarcerated parents or with a group of girls in our Community-Based Prevention Program. *P.R.O.O.F. Works!*

#### Time frame

A minimum of four hours per month with your mentee.

#### Commitment

A one year minimum commitment.



# PROOF Works! Mentoring

We know that when it comes to making a difference in lives of young men and women mentoring works—and we're ready to prove it! PROOF Works! is a mentoring program that will go the distance in the lives of the youth we serve to show that Providing Reliable Open Ongoing Friendships WORKS!

There are two aspects of this program: one-on-one mentoring with school-aged girls and boys who have incarcerated parents and one-one-one or group mentoring with girls in Southwest Detroit.

## Who Can Be a PROOF Works! Mentor?

- ☆ Men and women, 21 years of age and older are encouraged to become mentors with PROOF Works! (criminal background, child abuse/neglect registry, tuberculosis test and driver checks are performed on all potential mentors.)

## How much time is involved in being a PROOF Works! Mentor?

- ☆ Two important things in mentoring are consistency and reliability. We ask that a potential mentor is absolutely committed to building a relationship with his/her mentee(s) over the course of at least one year. Spending time with a mentee is vitally important to the growth of this relationship, so the mentor must also be committed to meet for at least four hours monthly with his/her mentee(s).

## Why do I want to be a PROOF Works! Mentor?

- ☆ PROOF Works! takes a preventative approach to combat the high-risk environment that young people live in today. Both mentor and mentee will enjoy a fun and learning relationship that will positively influence the lives of both, creating a new landscape that will allow mentees to make choices that will lead to powerful lives.



## How do I become a PROOF Works! Mentor?

- ✓ Register for and attend AFG's New Volunteer Orientation
- ✓ Complete volunteer application packet
- ✓ Register and attend AFG's New Mentor Training
- ✓ Meet mentee and mentee's parent/guardian at a Match Meeting
- ✓ Begin the mentoring relationship

## Contact:

Gail Bolden  
Mentor Coordinator,  
(313) 361-4000, ext. 236,  
gbolden@alternativesforgirls.org

OR

Alana Hall  
Volunteer Coordinator,  
(313) 361-4000, ext. 228  
ahall@alternativesforgirls.org

# ADMINISTRATIVE VOLUNTEER OPPORTUNITIES

## **Development, Marketing & Event Assistant:**

### **Responsibilities**

- Work to solicit and maintain donations for the agency by conducting research, making presentations, serving on committees, creating marketing materials, and participating in direct mailings.
- Assist with fundraising events in different ways, such as serving on committees, helping with registration, set-up and break-down and other miscellaneous tasks pertaining to events.

### **Time frame**

Fundraising and marketing efforts are year-round and on-going

### **Commitment**

Based on individual's availability.

## **IT Volunteer:**

### **Responsibilities**

Complete varying levels of IT tasks including networking, computer maintenance, hardware and software support/purchasing, and troubleshooting.

### **Time frame**

IT assistance is year-round and on-going.

### **Commitment**

Based on individual's availability.

## **Facilities Assistant:**

### **Responsibilities**

Assist with or lead facility maintenance tasks including grounds keeping, construction and repair services, painting and cleaning.

### **Time frame**

Facilities projects vary throughout the year and can be seasonal.

### **Commitment**

Based on individual's availability.

## **Administrative Assistant:**

### **Responsibilities**

Assist administrative staff with various tasks, including supply management and organization, data recording, participant file maintenance, reception, and office management.

### **Time frame**

Administrative tasks are year-round and on-going.

### **Commitment**

Based on individual's availability.

## **Intern:**

### **Responsibilities**

- Provide any of the above volunteer services (as they pertain to intern's field of study).
- Perform varying levels of tasks including database creation and maintenance; evaluation tools and processes creation, review, and maintenance; logic models; policy and procedures; and research.

### **Time Frame**

Based on internship requirements of student.

### **Commitment**

The duration of required internship.

## **Mover:**

### **Responsibilities**

Have transportation available to assist participants and/or donors with moving furniture donations either to AFG or a participant's home.

### **Time frame**

Weekdays and weekends.  
Year round.

### **Commitment**

Based on individual's availability.



# GROUP VOLUNTEER OPPORTUNITIES

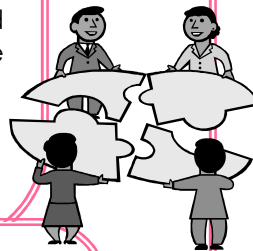
## **Sponsor a "School Incentive Party":**

### **Responsibilities**

- This party is held for approximately 60 elementary through high school aged girls, in recognition of achieving academic and attendance goals. It involves decorating, arranging for entertainment (magician, games, etc.), gifts and prizes (books, school supplies, etc.), preparing or bringing in food for girls and parents, and helping with transportation.
- This opportunity can involve between 6 and 20 volunteers, depending on the extent of the plans.

### **Time Frame & Commitment**

Usually once a year.  
One-time or on-going commitment.



## **Sponsor a Special Event:**

### **Responsibilities**

- This project is similar to the School Incentive Party sponsorship, but applies to other, generally once-a-year projects, such as the All-Agency Graduation held in the summer, the "Rise 'N' Shine Finale", "Back to School party", or another creative idea.
- It involves decorating, arranging for entertainment (magician, games, etc.), gifts and prizes (books, school supplies, etc.), preparing or bringing in food for girls and parents, and helping with transportation.
- This opportunity can involve between 6 and 20 volunteers, depending on the extent of the plans.

### **Time Frame & Commitment**

Usually once a year.  
One-time or on-going commitment.

## **Fix- Up/Clean-Up Project:**

### **Responsibilities**

- Help with a wide range of building needs in which AFG can often not afford the required labor. Examples include: painting a room, set of rooms, or hallways; installing shelving in the garage; landscaping; etc.
- Projects can involve between 3 and 15 volunteers.

### **Time Frame & Commitment**

Projects can be planned year-round.  
Based on group availability.

## **Plan a Community Service Project with AFG Participants:**

### **Responsibilities**

- Connect with the participating AFG program staff in advance, then meet the participants and plan a project together,
- Part of the goal is to expose AFG participants to other community volunteers, so project ideas can include, but are not limited to helping to clean up a playground or park; participating in "Make a Difference Day"; working with Habitat for Humanity, working at Gleaners Food Bank, etc.
- A project can involve between 10 and 40 volunteers.

### **Time Frame & Commitment**

Can occur two or three times each year.  
The group would be committed from the planning stages until the successful completion of the project.

## **Fundraiser for AFG:**

### **Examples**

- Various corporations have involved employees in creative ways to raise funds for AFG so that there is no significant burden on any one person, so that employees learn about the agency, are able to connect with our participants, raise significant money, and have fun. A past example is the HAP "Bowling-a-thon" in which HAP employees collected pledges, spent a day bowling, invited employees' families, involved AFG participants, and raised nearly \$15,000.
- Several other groups, such as the Detroit Derby Girls and women's groups from colleges and universities have used creative ways to raise money and donations for AFG, such as being the featured charity for an already planned event.

### **Time Frame & Commitment**

Fundraisers can be planned year-round.  
Based on group availability.

# 2009 Orientation Dates

Saturday Orientation Dates  
(9:00 am - 12:00 pm)

**\*\*\*YOU MUST HAVE YOUR TB TEST & DHS  
CLEARANCE TO ATTEND THE ORIENTATION\*\*\***

The Fourth Saturday of Every Month  
(except November and December)

January 24, 2009

February 28, 2009

March 28, 2009

April 25, 2009

May 23, 2009

June 27, 2009

July 25, 2009

August 22, 2009

September 26, 2009

October 24, 2009

November 21, 2009

December 5, 2009

Pre-Registration is required.



**Join us for**

# NEW VOLUNTEER ORIENTATION

**\*Refreshments will be served\***

**\*Pre-registration is required\***

**Please mail the attached form to:**

**Kim Newberry**

**903 W. Grand Boulevard, Detroit, MI 48208**

**or**

**Call Kim Newberry, Volunteer Coordinator, for more information**

**(313) 361-4000, ext. 228**

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Name \_\_\_\_\_ Phone \_\_\_\_\_

**I will attend Volunteer Orientation on:**  
(Please choose one date only)

**Sat., Jan 24th**  
(registration must be received by Jan 21st)

**Sat., July 25th**  
(registration must be received by July 22nd)

**Sat., Feb. 28th**  
(registration must be received by Feb 25th)

**Sat. August 22nd**  
(registration must be received by August 19th)

**Sat., March 28th**  
(registration must be received by March 25th)

**Sat. September 26th**  
registration must be received by September 23rd)

**Sat., April 25th**  
(registration must be received by April 22nd)

**Sat., October 24th**  
(registration must be received by October 21st)

**Sat., May 30th**  
(registration must be received by May 27th)

**Sat., November 21st**  
(registration must be received by November 18th)

**Sat., June 27th**  
(registration must be received by June 24th)

**Sat., December 5th**  
(registration must be received by December 2nd)



# Join us for NEW MENTOR TRAINING

**12 Noon –3p.m. Every fourth Saturday**  
(except May, November, and December)

**\*Refreshments will be served\***

**\*Pre-registration is required\***

If you are unable to attend the training schedule in the same month as your orientation, then you can set an individual appointment with Gail Bolden, Mentor Coordinator.

Please mail the attached form to:  
**Gail Bolden**  
903 W. Grand Boulevard, Detroit, MI 48208  
or  
Call Gail Bolden, Mentor Coordinator, for more information  
(313) 361-4000, ext. 236

Name \_\_\_\_\_ Phone \_\_\_\_\_

I will attend Mentor Training on:  
(Please choose one date only)

Sat., Jan 24th  
(registration must be received by Jan 21st)

Sat., July 25th  
(registration must be received by July 22nd)

Sat., Feb. 28th  
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(registration must be received by October 21st)

Sat., May 30th  
(registration must be received by May 27th)

Sat., November 21st  
(registration must be received by November 18th)

Sat., June 27th  
(registration must be received by June 24th)

Sat., December 5th  
registration must be received by December 2nd)