Greetings Health Corps Members:

Thank you for completing your required paperwork in order to start the sign-up process for volunteering at South Bay Community Services (SBCS) and Kalusugan Community Services (KCS). On behalf of our program coordinators and staff advisors here at Health Corps, we would like to congratulate you on becoming one of the first group of students, either in the Community College, Patient Assistance or Health Screenings Program, who will be volunteering at our partnership agencies listed above.

Before entering your volunteer site, we highly recommend that you visit their website and familiarize yourself with their agency, mission, location, and services they provide. We expect all of our volunteers to enter their volunteer site(s) with professionalism. We have provided you with a brief description of the agency and contact information for each of the volunteer sites for your convenience.

"South Bay Community Services is a non-profit organization that provides comprehensive services to the South Bay area of San Diego County. We are compromised of four main departments: **Child Well Being, Community Development, Youth Support Services, and Family Wellness & Self Sufficiency**. Our programs focus on domestic violence emergency services- emergency shelter, therapeutic preschool, healthy relationship classes, domestic violence response partnership with police, and mandated perpetrator classes; youth intervention and prevention services-afterschool programs, tutoring, mentoring, youth groups, and children's mental health clinic; foster care services-housing, independent living skills classes, job-readiness and internships; early childhood development and wellness services, and self-sufficiency services- emergency food, housing, job-readiness programs; resale boutique with proceeds benefitting our domestic violence programs."

Location:
1124 Bay Blvd # D
Chula Vista, CA 91911-7155
(619) 420-3620
Program Coordinator: Christine Petrella
http://www.southbaycommunityservices.org/
SBCS VOLUNTEER REQUIREMENTS:
All volunteers must first attend a volunteer orientation. Volunteer orientations are held on **the first and third Thursday of each month**; from 3pm-4pm on the first Thursday and 5pm-6pm on the third Thursday at the main agency, 1124 Bay Blvd Suite D Chula Vista 91911. At this time we will review agency guidelines, complete the volunteer application and begin the clearance process. Clearances include; drug test (taken on site), TB test, and background check (details provided on site).

Signs-up now available for orientations for the month of February:

1) **Feb. 3, Thursday: 3:00-4:00pm**
2) **Feb. 17, Thursday: 5:00-6:00pm**

SBCS
1124 Bay Blvd Suite D
Chula Vista, CA 91911

We gratefully acknowledge the following organizations for their significant support in making this program possible:

The Center for Community Service at UCSD

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Volunteer Positions at SBCS:

1) **Receptionist/Clerical duties:** Bilingual preferred. Answer and direct phone calls, answer general agency questions, sort mail and files, assist community members with resources, check in clients for appointments. Other general filing and computer work. Must be friendly and willing to help others, work well under pressure, and flexible. The reception team sets the tone for the feel of the agency. Many clients come to the agency in a time of need, therefore we need volunteers who are willing and able to speak with individuals going through crisis. All necessary trainings will be provided (overview of agency departments and programs, protocol to work with clients, computer program, filing system, how to handle emergency situations).
2) **Donation sorter:** Organize and arrange donations for our shelters, walk-in clients, and resale boutique. Must be organized, detail-orientated, self-starter.
3) **Data entry specialist:** Adequate computer skills. Must be organized and detail-orientated. May work with a few different departments depending on need. Abide by strict contract guidelines and HIPAA. All necessary trainings will be provided (program overview, computer program, filing system).
4) **Food bank/Hot meals distributor:** Bilingual appreciated, but not necessary. Bag and hand out emergency food to community members in need. Be compassionate and willing to speak with those we serve. Data input into computer log. Willing to work under pressure, flexible.
5) **Client intake specialist:** Bilingual preferred. Contact potential clients, follow up with referrals, and assign cases to case workers. Good communication skills, patient, and organized. Many clients come to the agency in a time of need, therefore we need volunteers who are willing and able to speak with individuals going through crisis. All necessary trainings will be provided (protocol to work with clients, filing system, how to handle emergency situations).
6) **Boutique sales associate:** Straighten and tidy store, set up displays. Sort through merchandise, contact customers with ideal merchandise (small-scale personal shopper duties), assist customers with any needs. Creative, friendly, outgoing, organized.
7) **Tutor/Mentor:** Assist middle school-aged youth with homework in group and individual settings. Some volunteers will assist with the group-mentoring groups, but these volunteers will be selected by the program coordinator upon meeting. Must be patient, outgoing, friendly, and open to working with many different populations

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Kalusugan Community Services (KCS) is a Fil-Am organization that is involved with community service, research, and training. Their mission is to promote health and improve the quality of life among Filipinos, FilAms and other underserved groups by advocating positive changes in lifestyle through collaborative and comprehensive programs that uses current social marketing strategies. KCS is a non-profit community based organization founded in 1993 and established a Filipino American Wellness Center in 2002. The Center's main programs are community services, training, research and advocacy.

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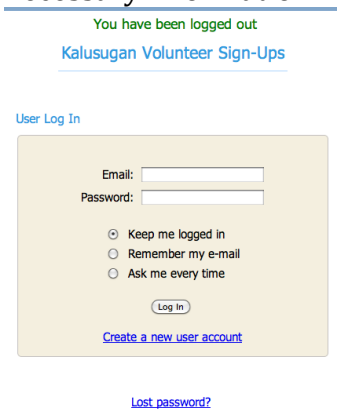
Location:
1419 E. 8th St.
National City, CA 92114
Program Coordinator: Ofelia Dirige
http://www.webkalusugan.org/index.html

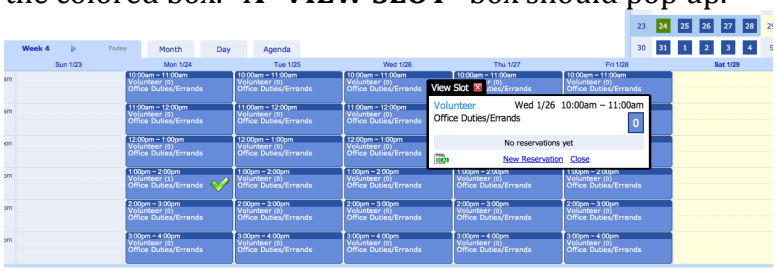
- **Volunteer Positions:** Office Clerk
- **Minimum:** One 1 hr shift
- **Available Hours:** M-F 10:00am – 4:00pm
- **No Orientation Requirement**

HOW TO BEGIN THE SIGN-UP PROCESS:

1. Click on the provided link below for the site you wish to sign-up for.
2. Click on **"Create a New Account"** and enter required information to create your account name and password. This will allow us to have all of the necessary information.



3. Choose an open slot on the day and time you wish to volunteer by clicking on the colored box. **A "VIEW SLOT"** box should pop up.



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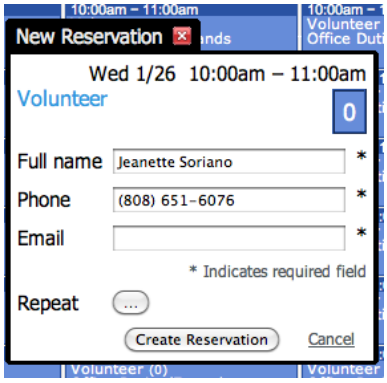
4. Click on **"New Reservation"** and enter your email address.



5. Click on **"Create Reservation"** to confirm your choice. A green check mark should appear on the colored box to indicate that you have just made a reservation.

VOLUNTEER SIGN-UP LINKS:

1) Kalusugan Community Services:
http://www.supersaas.com/schedule/Healthcorps/Kalusugan_Volunteer_Sign-Ups

2) South Bay Community Services:
http://www.supersaas.com/schedule/Healthcorps/South_Bay_Community_Services

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IMPORTANT INFORMATION RE:

1) ***CANCELLATIONS/CHANGES:*** Once you have created your account for one or both of the volunteer sites, you may log back in and make any changes and/or cancellations. For cancellations on any volunteer sign-ups, you are required to give a courtesy notice of no less than 24 hours before you are scheduled to arrive at your destination.
2) ***NUMBER OF RESERVATIONS:*** Currently, there is no limitation as to how many days and times you would like to participate. The schedule is set up so that if and when a person signs-up, you are doing the minimum.

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3) ***VOLUNTEER POSITIONS:*** The calendar will be updated frequently with new openings, days, times, and/or projects. We recommend you keep checking the calendar for new positions and/or projects that are available to sign up for at each volunteer site.
4) ***REMINDERS:*** The sign-up calendar is set up so that a signee will receive automatic emails for both reservation confirmations and reminders for volunteer sign-ups a member has made.
5) ***CALENDAR SET-UP:*** The calendar is displayed on a one-week basis. To see further dates, click on the month calendar displayed on the right upper corner of the screen and select the week and date you would like to sign-up for.

This should include all of information you will need to get started. We hope that, as a Health Corps member, you enjoy volunteering with our partnership agencies. We would love to hear about your experience and wish you good luck!

If you have any questions, please contact Jeanette Soriano at jmsorian@ucsd.edu.

Best,

Jeanette Soriano
Health Corps at UCSD – Community College Site Coordinator
(808) 651-6076

9500 Gilman Drive #0078
La Jolla, CA 92093-0078
sdhealthcorps@gmail.com

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