

# CHARLOTTE COUNTY BCC – VOLUNTEER PROGRAM

(revised 2/22/18)

DEPARTMENT & CONTACT INFO	VOLUNTEER OPPORTUNITIES
<b>Public Information/CCTV</b> Elizabeth Billings 941.623.1090 <a href="mailto:Elizabeth.Billings@charlottecountyfl.gov">Elizabeth.Billings@charlottecountyfl.gov</a>	Assist in production of live BCC meeting broadcasts, work with TV automation system, and perform general TV operations duties.
<b>Animal Control</b> Tracie Baird 941.833.5684 <a href="mailto:Tracie.Baird@charlottecountyfl.gov">Tracie.Baird@charlottecountyfl.gov</a>	Miscellaneous road duties, office operations, and data entry. For example, office duties that could be shared with a volunteer would be answering telephones, dispatching calls to officers over a two-way radio, and filing reports. For road operations, volunteers can pick up clean traps and deliver to citizens, pick up tag receipts, and other miscellaneous responses.
<b>Attorney</b> Ceres A. Austria 941.743.1327 <a href="mailto:Ceres.Austria@charlottecountyfl.gov">Ceres.Austria@charlottecountyfl.gov</a>	No opportunities available at this time.
<b>Budget &amp; Admin Services</b> Linda Angelo 941.743.1551 <a href="mailto:Linda.Angelo@charlottecountyfl.gov">Linda.Angelo@charlottecountyfl.gov</a>	No opportunities available at this time.
<b>Commission</b> Main number 941.743.1300 <a href="mailto:Assistant@charlottecountyfl.gov">Assistant@charlottecountyfl.gov</a>	Many advisory boards and committees. List of boards and committees available in Commission office.
<b>Community Development</b> Claire Jubb 941.743.1241 <a href="mailto:Claire.Jubb@charlottecountyfl.gov">Claire.Jubb@charlottecountyfl.gov</a>	General clerical and administrative opportunities available.
<b>Community Services</b> Jennifer Ziegler 941.764.5007 <a href="mailto:Jennifer.Ziegler@charlottecountyfl.gov">Jennifer.Ziegler@charlottecountyfl.gov</a>	The Department utilizes volunteers in all divisions:  <b>Library</b> Volunteers assist with: <ul style="list-style-type: none"> <li>• Checking in materials</li> <li>• Putting materials away and maintaining shelves</li> <li>• Assisting patrons in finding materials in the library</li> <li>• Helping with clerical tasks such as typing and filing</li> <li>• Assisting with youth and young adult programs</li> </ul> <b>Historical Center</b> Volunteers assist with greeting visitors and with clerical tasks such as typing and filing  <b>Recreation</b> Volunteers assist with summer camp
<b>Economic Development</b> Kenna Hubai 941.764.4941 <a href="mailto:Kenna.Hubai@charlottecountyfl.gov">Kenna.Hubai@charlottecountyfl.gov</a>	Volunteers to answer phones, update contact information in Outlook, redevelopment research on GIS website. From time to time, volunteers to copy and collate collateral materials and assist in mailings.

<p><b>Environmental &amp; Extension Services</b>  Holly Bates 941.764.4352  <a href="mailto:Holly.Bates@charlottecountyfl.gov">Holly.Bates@charlottecountyfl.gov</a></p>	<p><b>Natural Resources:</b> Seeking Volunteers with SW Florida ecology knowledge to conduct vegetation identification surveys on Conservation Charlotte properties, photo points; organizations interested in help maintain Preserve properties trail maintenance, exotic plant removal. Seeking volunteers for the Shorebird Steward Project; and assistance with shorebird nesting, roping/staking activities</p> <p><b>Extension Services:</b> Seeking Volunteers for the Master Gardeners program, 4-H group leaders for youth clubs; Sea Grant Program seeking volunteer for various coastal programs.</p>
<p><b>Facilities Construction &amp; Maintenance</b>  Darla Sell 941.743.1994  <a href="mailto:Darla.Sell@charlottecountyfl.gov">Darla.Sell@charlottecountyfl.gov</a></p>	<ul style="list-style-type: none"> <li>• Inventory and documentation of facility support systems, indoor and outdoor</li> <li>• Volunteers to help with maintenance of County Facilities</li> <li>• Energy and sustainability programs and projects</li> <li>• Interns in building trades and systems</li> <li>• Security assessment and operation</li> </ul>
<p><b>Fire/EMS</b>  Marion Vandermark 941.833.5600  <a href="mailto:Marion.Vandermark@charlottecountyfl.gov">Marion.Vandermark@charlottecountyfl.gov</a></p>	<p>Volunteers to help with vehicle maintenance and basic housekeeping duties.</p>
<p><b>Human Resources</b>  Michele Fitzgerald 941.743.1225  <a href="mailto:Michele.Fitzgerald@charlottecountyfl.gov">Michele.Fitzgerald@charlottecountyfl.gov</a></p>	<p>Reception and clerical support; filing, answering phones, volunteer on-boarding (recruitment and orientation of volunteers), etc.</p>

<p><b>Human Services</b>  Ellen Betz 941.833.6509  <a href="mailto:Ellen.Betz@charlottecountyfl.gov">Ellen.Betz@charlottecountyfl.gov</a></p>	<p><b>2-1-1</b> has a Memorandum of Understanding with the Center for Abuse and Rape Emergencies (CARE) to transfer the 2-1-1 Information and Referral call line after normal business hours, weekends and holidays to CARE staff in order to provide information on health and human services available to Charlotte County residents. Through this partnership, Charlotte County residents are able to access this service 24/7. Availability of 24/7 is a requirement for 211 call centers. The value of volunteer hours for after hours' coverage is estimated to be over \$96,000.</p> <p><b>2-1-1</b> is registered with <b>United Way of Charlotte County's Volunteer Way</b> which is a clearinghouse for both agencies seeking volunteers and volunteers seeking agencies. 2-1-1 has had some successes in utilizing volunteers in conducting quality assurance customer satisfaction surveys and in administrative assistance with compiling documentation for national accreditation. 2-1-1 continues to seek and recruit volunteers.</p> <p><b>Senior Services</b> uses volunteer and community support in developing care plans to assist frail seniors to remain in their homes. Care plans are developed which coordinate assistance from neighbors, churches, other community and volunteer organizations and typically can include respite, homemaking, financial management, transportation, shopping, and other services. By leveraging this community support and volunteers, additional services may be purchased with grant dollars to complete the needed care. Based on current data, approximately 71,000 hours of volunteer/community support is provided to seniors in the care of Senior Services case managers.</p> <p><b>Senior Services</b> continues to explore ways to utilize volunteers and community resources. Recent talks have begun with various church groups regarding volunteer visiting nurse programs.</p> <p><b>Veteran Services</b> uses the assistance of volunteers and organizations such as Volunteers of America, American Legion Post 113, Vietnam Brotherhood, Mobile Health Van, Port Charlotte High School Navy Junior R.O.T.C., the Homeless Coalition and others in assisting veterans and planning community events and activities for veterans and their families.</p> <p><b>Veteran Services</b> will continue to explore the use of volunteers for services to assist veterans in activities that do not involve the privacy of medical records and sensitive confidential material.</p> <p><b>Family Services Center</b> utilizes several volunteers and community organizations in the delivery of its services including administrative support through the Senior Enrollment Program, community volunteers for the Neighborhood Accountability Board; community partners for the Juvenile Reentry Program; and volunteers for the Paint your Heart Out Program.</p> <p><b>Social Services</b> use the Senior Enrollment Program through the Workforce Development Board to assist in staffing the reception area and answering phones. Community agencies and churches are also utilized in developing a matrix for individuals requesting assistance to maximize community resources and to minimize duplication. These agencies include, but are not limited to, the Homeless Coalition, the Health Department, St. Vincent de Paul, Workforce Development Board, and the Department of Children and Families.</p> <p><b>Social Services</b> receive donations and food for its food pantry from many volunteer organizations including churches, postal carriers, boy scouts, youth groups, and others. Social Services will continue to explore future volunteer and job training opportunities for individuals as new grant dollars and economic stimulus initiatives are forthcoming</p> <p><b>Housing</b> services are mainly provided through subcontracted organizations and through community non-profit agencies. The housing division promotes partnership and provides oversight.</p> <p>In addition, Charlotte County utilizes court ordered community service workers as part of our volunteer program.</p>
<p><b>MPO</b>  Bekie Leslie 941.883.3535  <a href="mailto:Bekie@ccmpo.com">Bekie@ccmpo.com</a></p>	<p>No opportunities available at this time</p>

<p><b>Office of Emergency Management</b>  Gerry Mallet 941.833.4002  <a href="mailto:Gerard.Mallet@charlottecountyfl.gov">Gerard.Mallet@charlottecountyfl.gov</a></p>	<p>More than 100 people are currently on the <b>RACES (amateur radio)</b> roster and they are always on standby to serve as emergency communicators.</p> <p>Our <b>animal rescue group</b> has at various times, 20-25 trained folks who know what has to be done to care for primarily pets in emergency situations.</p> <p>Twenty volunteers are trained to open and run the <b>volunteer reception center</b> that is activated to direct incoming volunteers when disaster occurs.</p> <p>Our <b>Community Emergency Response Teams (CERT)</b> training has given us nearly 150 citizens who have taken an 8-unit course teaching, “neighbor to help neighbor” when a disaster overwhelms our emergency services.</p> <p>Approximately 300 people are actively involved in serving Charlotte County as Emergency Management volunteers. We continue to explore other areas where we can utilize volunteers and endeavor to replenish those who are no longer able to serve in the aforementioned capacities.</p>
<p><b>Public Works</b>  Colleen Barbour 941.575.3607  <a href="mailto:Colleen.Barbour@charlottecountyfl.gov">Colleen.Barbour@charlottecountyfl.gov</a></p>	<p><b>Receptionist/Switchboard Operator or Clerk/Typist</b> to answer phones, direct calls to appropriate Public Works divisions, schedule appointments, distribute mail and handle walk-in customers. Definitely need a volunteer for Mondays, 7:30 – 4:30 or 8:00 – 5:00. Additional work is available.</p> <p><b>Custodial Assistant or Waste/Recycling Technician</b> to recover all Public Works’ recyclables from the entire 16-acre site and arrange for timely pick-up. Empty office wastebaskets (approximately 60) once a week and assist Custodian with litter pick-up on site. Flexible schedule – outdoor work.</p> <p><b>Mosquito Control:</b> Seeking volunteers for the Mosquito Abatement for Health and Safety (MASH) where we recruit volunteers to observe and report mosquito populations in their neighborhood. Seeking volunteers to answer phones during mosquito season [May to Sept] to record calls regarding mosquito breeding and complaints, this is used to supplement our surveillance data.</p> <p><b>Aquatic Weed:</b> Seeking community association groups interested in Aqua-scaping (using desirable aquatic vegetation to enhance the appearance and quality of water bodies) improves surface waters’ aesthetics and helps to remove nutrients from the water, improving water quality.</p> <p><b>Solid Waste:</b> Seeking Volunteers for Keep Charlotte Beautiful programs and events</p> <p><b>Landfill:</b> Feral hog trapping / removal</p>
<p><b>Transit</b>  Richard Kolar 941.764.4994  <a href="mailto:Richard.Kolar@charlottecountyfl.gov">Richard.Kolar@charlottecountyfl.gov</a></p>	<p><b>Transit</b> has used probationers in fulfilling community service requirements to wash buses as a cost saving measure.</p> <p><b>Transit</b> uses “<b>Volunteer Sweat Equity</b>” provisions in contracting services through the Transportation Disadvantaged Program (Sunshine Rides). Transit has current contracts with Charlotte County Veterans Council, the Homeless Coalition, Special Training and Rehabilitation (STAR), Haven Drop-In Center, Charlotte Council on Aging, Grove City Manor, and Operation Cooper Street. These agencies provide a total of approximately 27,000 rides per year that are not billed. Transit continues to look for new sweat equity opportunities.</p>
<p><b>Utilities</b>  Norma Corso 941.764.4508  <a href="mailto:Norma.Corso@charlottecountyfl.gov">Norma.Corso@charlottecountyfl.gov</a></p>	<p>Engineering Intern for small engineering data collection/analysis work.  Clerical for miscellaneous filing and scanning. Time frames will be worked out depending on assignments.  Feral hog trapping / removal</p>

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**Visitor and Convention Bureau**

Elizabeth Parker 941.743.1900  
[Elizabeth.Parker@charlottcountyfl.gov](mailto:Elizabeth.Parker@charlottcountyfl.gov)

Brynja Phipps 941.743.1900  
[Brynja.Phipps@charlottcountyfl.gov](mailto:Brynja.Phipps@charlottcountyfl.gov)

**Join the Charlotte Harbor Gulf Island Coast in Spreading Sunshine**

Become a volunteer destination liaison at the Punta Gorda/Englewood Beach Visitor and Convention Bureau today! If you have knowledge of local area attractions, accommodations, restaurants and points of interest in Charlotte County you can assist visitors with their tourism questions by volunteering at the Visitor Bureau. Spend three to four hours once or twice per week greeting customers and clients in person and through incoming calls. Training will be provided. [Apply Here](#)

Contact **Elizabeth Parker** or **Bry Phipps** at 941.743.1900 for additional details.

“Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.” – unknown

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