

CLERICAL & OFFICE



Help the homeless, support libraries, assist needy children, publish a newsletter, help the blind — you can do all of this with your skills in the office. Nonprofit organizations need responsible, diligent, and amiable people to help run their offices so that they can function properly. The administrative offices are the centers of the organizations, and whatever you can do — answer phones, enter data into computers, assist with projects, or distribute information — ultimately supports the goals of the organization.

Abalone Alliance

2940 - 16th Street, Ste. 310, San Francisco

Email: abalone@energy-net.org **Web:** www.energy-net.org
Minimum age: 13 **W/parental supervision:** 13
Bus lines: 22, 14 **BART:** 16th

Abalone Alliance researches and provides information on nuclear power and alternative conservation, and publishes a newsletter exposing problems related to the use of nuclear energy and exploring less dangerous energy sources. Volunteers research, write, edit articles, and print a newsletter. Other possibilities include fundraising and helping plan agency events. Experience at Abalone Alliance will allow volunteers to explore problems related to nuclear energy.

African American Art and Culture Complex

762 Fulton Street #300, San Francisco
415-922-2049

Email: info@aaacc.org **Web:** www.aaacc.org
Minimum age: 16 **W/parental supervision:** 14
Bus lines: 5, 21, 22 **BART:**

The Center for African and African-American Art & Cultures provides low-cost space for classes, performances, and exhibitions in theater, dance, music and visual arts. Volunteers will help plan and schedule activities at the African-American Cultural Center and assist with the production of the Center's newsletter and weekly calender. General office work is also available for those with some knowledge of computers. Group mailing activities.

Community Thrift Store (G)

623 Valencia Street, San Francisco
415-861-4910

Email: **Web:**
Minimum age: 16 **W/parental supervision:** 14
Bus lines: 14, 49, 26 **BART:** 16th Mission

Community Thrift Store raises money for more than 200 SF charities through the sale of donated goods. Volunteer work includes inspecting, sorting, tagging merchandise, organizing items on the sale floor, and assisting shoppers.

Consumer Action

717 Market St. Suite 310, San Francisco
415-777-9648

Email: **Web:** www.consumer-action.org
Minimum age: 16 **W/parental supervision:** 16
Bus lines: N, 5, 21, 71, 31, 7 **BART:** Montgomery/Powell

At Consumer Action, individual volunteers will work with different staff on projects such as mailings, filings, data entry, answering phones, survey and research, etc. depending on ability.

Health Initiatives for Youth (G)

235 Montgomery Street, Suite 430, Forest Hill
415-274-1970

Email: reception@hify.com **Web:** www.hify.com
Minimum age: 15 **W/parental supervision:** 15
Bus lines: **BART:**

HIFY is a health agency that serves youth and thier providers in a variety of capacities, often in collaboration with other community service agencies. HIFY does health education workshops for youth in schools and communtiy-based organizations, trainings for youth health providers on topics such as HIV, youth development, working with LGBTQ youth and substance use interventions. We produce zines and other informative publications for youth as well as a quarterly

Hostelling International; Hostel Adventure

Montara, Golden Gate, Point Reyes Youth Hostels,
415-863-1444

Email: sslber@norcalhostels.org **Web:** www.norcalhostels.org
Minimum age: 15 **W/parental supervision:** 15
Bus lines: **BART:**

We need youth to help in our busy office! Many things to do including computer work, organization, and project work.

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Immune Enhancement Project

3450 16th Street, San Francisco
415-252-8711

Email: miri@iepclinic.com **Web:** www.iepclinic.com
Minimum age: 16 **W/parental supervision:** 16
Bus lines: 22, J Church & F **BART:** 16th Street

IEP provides complementary healthcare to the community and is specialized in treating HIV/AIDS with traditional chinese medicine; acupuncture, herbs and massage being the main part. As a volunteer you may help at the Front Desk, schedule treatment for clients, help with filing, make reminder calls or do odd jobs. IEP's clients and staff appreciate our volunteers very much!

Institute for Health and Healing Library

2040 Webster Street, San Francisco
415-600-3681

Email: **Web:** www.cpmc.org/services/ihh/s
Minimum age: 14 **W/parental supervision:** 14
Bus lines: 1, 22, 24 **BART:** Embarcadero

At Planetree Health Library, volunteers are needed to assist staff in the library by helping the public find reference materials. Many also help with ongoing projects such as checking and updating the Information and Referral Directory.

Library Foundation of SF

100 Larkin Street, San Francisco
415-437-4853

Email: pbcoyle@sfpl.lib.ca.us **Web:** www.friendsandfoundation.org
Minimum age: 16 **W/parental supervision:** 14
Bus lines: 5,6,7,9,19,21,71 **BART:** Civic Center

Support the new main library by volunteering at the Library Foundation of San Francisco. The foundation raises money for the new main library and also plans many events. Volunteers are needed to help with our annual Book Sale in September.

Mission Council on Alcohol Abuse

820 Valencia Street, San Francisco
415-826-6767

Email: **Web:** www.missioncouncil.org
Minimum age: 17 **W/parental supervision:** 17
Bus lines: 14, 26 **BART:** 16th Street Mission BART

We provide individual and group counseling for alcohol and/or substance abuse recovery, and an SB-38 drinking-driver program for second-time or multiple offenders. We also provide domestic violence groups and have an intensive day treatment program. Our counselors are all bilingual/bicultural and certified or licensed. We have need for clerical staff to help with administrative daily office functions. Minimum age 17.

V VJET

333 Schwerin Street::; 2nd Floor, San Francisco
415-239-2895

Email: vvjet94134@aol.com **Web:**
Minimum age: 15 **W/parental supervision:** 14
Bus lines: 9, 15 **BART:** Balboa

Visitacion Valley Jobs, Education & Training Program is a job training and readiness program that has court mandated programs and support services for low-income individuals. Volunteers may participate by providing clerical support. Interested parties should call for more information.

Volunteer Center of SF; Community

1675 California Street, San Francisco
415-982-8999 x245

Email: csp@vcsf.org **Web:** www.vcsf.org
Minimum age: 16 **W/parental supervision:** 13
Bus lines: 42, 47, 49, Cable Car, **BART:** Van Ness

We assist people in finding community volunteer work and agencies in developing volunteer programs. Youth volunteers are invited to join our team to work on various projects, such as: data entry, mailings, research and general receptioning duties. Your involvement with the Volunteer Center can help you develop leadership and professional skills and build your awareness of the nonprofit community in SF. Call today to find out how you can make a difference!