Enhance Your Career by Volunteering
2012 volunteer opportunities & resources at UCLA for UCLA staff

GOVERNMENT & COMMUNITY Relations

Name/Type of volunteer opportunity: **Bruin Caucus Advocate**
Brief description: Members of Bruin Caucus speak out for UCLA in many ways, right here in Los Angeles, in Sacramento and in the nation’s capital. You can tell the UCLA story and advocate on behalf of the university, the UC system and public higher education – helping to ensure a strong partnership between your school and the government agencies, public officials and community leaders who are so important to our long-term success.
Date(s) needed: Varies
Contact/Further info/To sign up: website - [http://advocacy.ucla.edu/bruincaucus1.asp](http://advocacy.ucla.edu/bruincaucus1.asp); email - advocacy@support.ucla.edu

SPECIAL EVENTS & PROTOCOL

Name/Type of volunteer opportunity: **Event Volunteer**
Brief description: UCLA Bruin Day is an amazing showcase of UCLA academics, arts and culture, created just for approximately 15,000 admitted freshmen and their guests to help them make their decision to come to UCLA. The schedule includes a student resource fair, presentations about academic opportunities, financial aid consulting, six different specialized tours of the campus, open houses in many departments and meetings with students to talk about life on campus.
Date(s) needed: April 14, 2012, 6 a.m.-5 p.m.
Contact/Further info/To sign up: website - [http://www.bruinday.ucla.edu/](http://www.bruinday.ucla.edu/); email - eventvolunteer@support.ucla.edu, 310-794-3226; to sign up - [https://docs.google.com/spreadsheet/viewform?hl=en_US&formkey=dFFQcUt6N1Zia2Q4ZDluMHJRVFhVSnc6MA#gid=0](https://docs.google.com/spreadsheet/viewform?hl=en_US&formkey=dFFQcUt6N1Zia2Q4ZDluMHJRVFhVSnc6MA#gid=0)

OFFICE OF INFORMATION TECHNOLOGY

Name/Type of volunteer opportunity: **BruinTech Volunteer**
Brief description: UCLA welcomed BruinTech as a way to spread the word on Information Technology (IT) issues in 2001 under the name “icompass.” It continues to be an effective communications device for teaching the campus about IT through its website, computing guides and seminars. BruinTech has hosted 27 free seminars for faculty, staff and students,
providing training on everything from avoiding identity theft to podcasting, from safe home computing to searching the web, and more for over 4,000 members of the UCLA community. Our Student Computing Guides go into registration packets and are handed out at graduate and undergraduate welcome events. Our Faculty Computing Guide is included in all packets to new faculty. And our bi-weekly web updates alert the campus to the newest tools, resources, events and awards as they relate to technology for the non-technologist. All of this and more has been brought to you by a dedicated group of volunteers from across the university.

**Date(s) needed:**

**Contact/Further info/To sign up:** website - [http://www.bruintech.ucla.edu/](http://www.bruintech.ucla.edu/); Jackie Reynolds - jackie.reynolds@anderson.ucla.edu; email - BruinTech@ucla.edu

**Name/Type of volunteer opportunity:** Help Desk Consortium Volunteer

**Brief description:** The UCLA Help Desk Consortium was formed to promote IT Collaboration at UCLA; share expertise, solutions, ideas and resources to increase efficiencies; develop IT best practices and operating standards; encourage more specialization and innovation; establish cooperation in navigating IT bureaucracy; facilitate Help Desk IT projects across campus; align IT with the university’s mission and vision; increase responsiveness to end-users and customers; and encourage professional development for IT staff.

**Date(s) needed:** Monthly, 1-hr Brown Bag (1st Wednesday of each month), 2 All-Hands meetings a year

**Contact/Further info/To sign up:** Help Desk Consortium - hdcconsortium@ucla.edu; website - [www.hdc.ucla.edu](http://www.hdc.ucla.edu); join listserv - [http://lists.ucla.edu/cgi-bin/mailman/listinfo/helpdesks](http://lists.ucla.edu/cgi-bin/mailman/listinfo/helpdesks)

**Name/Type of volunteer opportunity:** IT Peace Corps - First Fridays

**Brief description:** First Fridays is a one-on-one help clinic for emeriti and retirees. It is held on the First Friday of every even-numbered month (and we usually take a break for summer), from 9 a.m.-12 p.m. in YRL Research Commons. Volunteers can come for as much time as they can and will get paired up with a client based on their skillset. Usual questions are about cell phones, cameras, GPS and some are about computer software. We don’t do any “repair” work, so volunteers don’t need to know about hardware or how to fix computers.

**Date(s) needed:** First Friday of every even-numbered month, anytime between 9 a.m.-12 p.m. in YRL 1st Floor Research Commons

**Contact/Further info/To sign up:** email - Michelle Chen - mchen@oit.ucla.edu; website - [http://www.it2020.ucla.edu/digital-citizens](http://www.it2020.ucla.edu/digital-citizens);

**Name/Type of volunteer opportunity:** Technology Speed-dating Volunteer

**Brief description:** This is “speed dating” for faculty productivity technology. Volunteers will have 10 minutes to explain what a particular productivity tool can do, give a brief demo and show how to get started. Each tool can be demonstrated up to 6 times at each event, depending on the length of the event. Sample tools we’ve demo-ed in the past are: Skype, Google Docs, Dropbox, Prezi, Evernote, Doodle and more!

**Date(s) needed:** No set schedule; Michelle will email when an event arises. Approximate commitment is 2 hours per event.

**Contact/Further info/To sign up:** Michelle Chen - mchen@oit.ucla.edu

**Name/Type of volunteer opportunity:** Strike Teams
**Brief Description**: Strike teams explore topics of interest to the group. Staff members are welcome to join or create teams about topics that interest them. Some of our past teams are also listed on the website.

**Date(s) needed**: varies; ongoing


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**GRADUATE DIVISION**

**Name/Type of volunteer opportunity**: Event Volunteer

**Brief description**: On-site event assistance at the annual Doctoral Hooding Ceremony; on-site event assistance at the annual New Graduate Student Welcome

**Date(s) needed**: June 14, 2012 – Doctoral Hooding Ceremony; September 26, 2012 – New Graduate Student Welcome

**Contact/Further info/To sign up**: website - ucla.grad.ucla.edu; to be added to an email list to receive “call for volunteer” notifications regarding these two events, contact Sonya Gavin - Director of Operations & External Relations - sgavin@grad.ucla.edu

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**OFFICE OF THE DEAN OF STUDENTS / STUDENT CONDUCT COMMITTEE**

**Name/Type of volunteer opportunity**: Volunteer Campus Advocate

**Brief description**: Volunteer Campus Advocates assist students accused of violations of the Student Conduct Code in preparing for a Student Conduct Hearing. Typically requires 6 to 12 hours of pre-hearing preparation and a half-day to a full day for the hearing.

**Date(s) needed**: Commitment is to handle at least one case each quarter. Scheduling is flexible.

**Contact/Further info/To sign up**: New volunteers will be scheduled for orientation at a mutually convenient time. Dennis Lyday - dlyday@saonet.ucla.edu; website - [www.deanofstudents.ucla.edu](http://www.deanofstudents.ucla.edu)

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**LONGEVITY CENTER**

**Name/Type of volunteer opportunity**: UCLA Longevity Center Department Volunteer

**Brief description**: People who are personally invited to volunteer at the UCLA Health System by a supervisor/manager may enter through our pre-assigned volunteer program. Attendance at a pre-assigned session is required in place of general orientation. Currently pre-assigned sessions are held on Mondays at 2 p.m. and Thursdays at 11 a.m. Sessions last approximately 1 hour and latecomers are not permitted. Minimum length of volunteer service is one month, preferably longer.

**Date(s) needed**: Any time

**Contact/Further info/To sign up**: website - [www.longevity.ucla.edu](http://www.longevity.ucla.edu); Anel Herrera - 310-206-1675; to sign up, follow instructions for the pre-assigned volunteer program - [http://www.uclahealth.org/site.cfm?id=1564](http://www.uclahealth.org/site.cfm?id=1564)
**MILDRED E. MATHIAS BOTANICAL GARDEN**

**Name/Type of volunteer opportunity:** Volunteer Docent

**Brief description:** The garden welcomes volunteer docents to lead hour-long group tours through the botanical gardens for schools, civic groups, horticultural clubs, and seniors associations. The tours teach botany and interesting lore surrounding particular specimens in the collection. Tours are usually held on Mondays, Wednesdays, and Fridays, between 10:30 am to 2 pm, and on the first Saturday of each month at 1pm.

**Date(s) needed:** on-going; at this time there are no formal trainings scheduled so potential docents do need some kind of botanical background that will be supplemented w-written materials and the shadowing of tours led by more senior docents.

**Contact/Further info/To sign up:** Carol Felixson, Docent Coordinator - cfelixso@ucla.edu, 310-206-3887; website - [botgard.ucla.edu](http://botgard.ucla.edu)

**Name/Type of volunteer opportunity:** Volunteer Gardener

**Brief description:** MEMBG encourages adults with an interest in plant cultivation to become Volunteer Gardeners. This program, comprised of enthusiastic individuals from the local UCLA community and surrounding area, devotes at least four hours per week helping to maintain the quality of the collection, and in the process learn many useful aspects of horticulture and botany.

**Date(s) needed:** on-going

**Contact/Further info/To sign up:** telephone - 310-825-1260; email - bgstaff@lifesci.ucla.edu

**VOLUNTEER CENTER**

**Name/Type of volunteer opportunity:** The UCLA Volunteer Center has an online database of volunteer opportunities both on- and off-campus for use by the entire Bruin community.

**Brief description:** The UCLA Volunteer Center’s mission is to inspire the more than 400,000 members of the extended UCLA family, as well as the community at large, to create social change through lifelong participation in volunteer programs and civic engagement. The UCLA Volunteer Center welcomes you to participate in service opportunities both on-campus and in the Los Angeles community.

**Date(s) needed:** various

**Contact/Further info/To sign up:** volunteer@ucla.edu | [http://volunteer.ucla.edu](http://volunteer.ucla.edu)

**NASPA - STUDENT AFFAIRS-RELATED**

**Name/Type of volunteer opportunity:** NASPA – Student Affairs Administrators in Higher Education Volunteer

**Brief description:** Volunteer opportunities within the organizations local chapters may be of interest to some staff members, particularly if they are in student affairs.

**Date(s) needed:** varies

**Contact/Further info/To sign up:** website - [http://naspa.org/](http://naspa.org/)

**HAMMER Museum**

**Name/Type of volunteer opportunity:** Visitor Services Volunteer
**Brief description**: Are you passionate about the arts, enjoy sharing that passion with others, and want to get more involved at the Hammer Museum? Consider joining our Visitor Services team as a Hammer Museum volunteer! Volunteers play a vital role in helping to provide a warm and welcoming environment for all visitors and to ensure that all guests receive the highest level of customer service and hospitality during their visit to the Museum.

**Date(s) needed**: As soon as possible

**Contact/Further info/To sign up**: website - [http://hammer.ucla.edu/get_involved/index.html](http://hammer.ucla.edu/get_involved/index.html); email – Joanne, jdanganan@hammer.ucla.edu