Internship and Volunteer Service

Resource Book

Sponsored by:

COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM

OLYMPIC COLLEGE

The contents of this publication were developed with funds from the Carl D. Perkins Act.
EARN COLLEGE CREDIT FOR WORKING!

Try any of these positions that are right for you:

♦ Cooperative Education
♦ Internship
♦ Volunteer Service
♦ Work-study

BENEFITS OF PARTICIPATING:

♦ Credit for learning at a community site or workplace
♦ A chance to practice skills learned in class
♦ An opportunity to learn about the workplace culture
♦ Work experience for a resume.

Cooperative Education and Internship Program
Connecting Education to Work

Career Center, HSS Bldg., Room 201 • www.olympic.edu/internship

Bremerton & Poulsbo: 360-475-7480, 1-800-259-6718, Ext. 7480
Shelton: 360-432-5431, Portable A4
Welcome to the 14th Annual Internship and Volunteer Service Fair

Olympic College’s Cooperative Education and Internship Program welcomes you to the 14th annual Internship and Volunteer Service Fair. This event is designed to acquaint students with the variety of career development and civic opportunities that exist with organizations and agencies within our community.

The fair is a good example of our efforts to provide activities that connect students with employers. Through these activities, internships, and volunteer service positions, students are able to bridge their classroom theory with the world of work. In addition to enhanced skill development, students learn the value of networking, team building, and acquiring experience to list on a resume.

Employers recruiting our students and graduates continue to stress the importance of relevant work-integrated learning experience. Employers have also stated that students who match their field of study with direct workplace experience tend to be stronger employee candidates.

We would like to extend our appreciation to all the agencies and organizations attending this year’s fair. Our mutual efforts aide in providing students with real work experience in an environment that contributes to their educational goals and/or community service. The Internship and Volunteer Service Fair is a win-win for students, service organizations, agencies, and community members.

Thank you for joining us!

Career Center Staff
Teresa McDermott, Lori Fagan, Roberta Gillis, and Denise Bernard

Free Online Listing for Your Job, Internship and Volunteer Opportunities

It’s easy. It’s simple. It’s free!

We can help you reach over 7,000 potential job, internship and volunteer applicants from our skilled and qualified Olympic College students and graduates. The Career Center is ready to help you prepare your company and workforce for the future.

Go to: https://www.myinterfase.com/olympic/employer

Olympic College
CAREER CENTER
Bringing Employers and Students Together for a Well-Trained Workforce
CareerCenter@olympic.edu • 360-475-7480
Bremerton: HSS Bldg., Room 201 • Shelton: Portable A4 • Poulsbo: Room 114
Equal Opportunity College
RESOLUTION/ PROCLAMATION NO. 152-2014

PROCLAIMING NOVEMBER 2014 AS OLYMPIC COLLEGE INTERNSHIP AND COMMUNITY VOLUNTEER SERVICE AWARENESS MONTH

WHEREAS, the mission of the Olympic College Internship and Volunteer Service Fair is to help college students learn about a wide range of internship and volunteer service opportunities within the community; and

WHEREAS, interns and volunteers numbering in the thousands donate time, energy and expertise, enriching our communities and making Kitsap County a better place to live; and

WHEREAS, interns and volunteers are a valuable resource to Kitsap County government and other organizations that provide services to county residents and contribute to the cost effectiveness of their operations; and

WHEREAS, college students get valuable hands-on experience in their fields of study in many county departments and work with staff to complete professional level analytical and research assignments and assist with special projects while gaining knowledge of local government, state and federal requirements and the importance of public participation; and

WHEREAS, in 2014, interns worked in many capacities including Community Development, assisting with community outreach and environmental planning, as chemical dependency counselor trainees at Kitsap Recovery Center; building geographical information system layers in maps to access data with Information Services; and with the county forester on forest restoration in county parks; and

WHEREAS, Kitsap County government recognizes the contributions of volunteers countywide, including Olympic College students; and

WHEREAS, Olympic College celebrates the value of interns and volunteers by declaring November as Internship and Volunteer Service Awareness Month in partnership with its onsite four-year universities; and

WHEREAS, Olympic College’s Cooperative Education and Internship Program and Career Services kicks off Internship and Volunteer Services Awareness Month with its Internship and Volunteer Service Fair November 6, 2014;

NOW THEREFORE, BE IT RESOLVED THE KITSAP COUNTY BOARD OF COMMISSIONERS hereby proclaims November 2014 as Olympic College Internship and Volunteer Service Awareness Month.

Adopted this 5th day of October 2014.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

CHARLOTTE GARRIDO, Chair

ROBERT GELDER, Commissioner

LINDA STREISSGUTH, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board
Tips to Help Ensure a Successful Internship

The road to a career is more like a maze: choosing a college, selecting a major, constructing a resume, scheduling interviews. It can be very stressful and to make matters worse, some students find themselves with jobs they know very little about. Yet don't lose hope, there is something that can teach a student the fundamentals of career life: an internship.

Indeed, internships can be the most impressive item on a student’s resume. It shows real experience and the ability to accomplish more than digesting college classroom theories. In some instances, participating in an internship will put a particular person ahead of the competition and can be the deciding factor in securing paid employment later. Follow these tips in order to ensure a positive and successful internship experience.

1. **Don't be afraid to talk to your coworkers.**
   Don’t be intimidated because you are a student. People are sometimes too busy to roll out the red carpet, which means you have to make the first move to talk with your coworkers and supervisors.

2. **Ask for things to do.**
   Don’t wait to be told what to do. Solving problems and taking initiative are the best ways to stand out from the crowd.

3. **Learn all you can about the industry.**
   Talk with people in different departments as well as clients and vendors.

4. **Read everything you can find.**
   You won’t find everything you need to know in the training manual. Reading contracts, letters, memos, press releases and trade publications will help you become informed on all elements of the business.

5. **Ask to attend meetings and events.**
   You will learn how things really get done.

6. **Don't burn any bridges.**
   You never know when you will see someone later in your career.

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**10 Reasons Why People Volunteer**

1. Altruism.
2. A way of giving back to an organization.
4. Learn new skills; they want to help and learn at the same time.
5. Meet the kind of people who share the same interests.
6. Gain insight into an organization.
7. Looking for a job.
8. Career sampling, trying a workplace on for size.
9. Use skills, talents, and interests they have developed in the workplace.
10. Looking for something to keep busy.

*Reprinted from Kitsap Regional Library Volunteer Newsletter*

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Access listings with the Olympic College Career Center

https://www.myinterface.com/olympic/student
At Olympic College, there are a number of different ways in which students can become involved in experiential learning opportunities. Experiential learning can include internships, service learning, and volunteering in our local communities. These opportunities are becoming increasingly important for students because they provide hands-on experience that develops skills which are highly desirable in multiple career fields.

Experiential learning is not just an educational goal. It is also part of a federal initiative to get students and citizens involved in volunteerism and service. In 2009, in response to the growing economic and other prevalent crises, President Obama called for Americans to get more involved in community service (Obama, 2009). To promote this service call, he drew on a number of pre-existing federal organizations and programs to help provide opportunities to people interested in volunteering their time.

Service learning was nationally formalized in the National and Community Service Act of 1990, laying the foundations for several new efforts to encourage Americans to participate in community service (1990, 1999). These programs were designed to partner with educational institutions to provide a network of volunteer experience opportunities to be combined with academic learning initiatives and outcomes.

Students who complete experiential learning also score higher in their courses, show a greater application of critical thinking and analytical skills, and have higher graduation rates (Astin, Vogelgesang, Ikeda, & Yee, 2000). These opportunities can translate into employment once you graduate. They also provide an opportunity to explore aspects of your chosen field and help you determine career-specific goals. These opportunities may be paid or unpaid, and can provide college credit.

I currently include an applied learning option in several of my Communication Studies courses. These courses have, as part of their academic goals, service learning as a graded activity. Service learning goals are met by students completing 20-40 hours of community service during the course in accordance with a learning plan created by the student and instructor. Students must also complete associated graded projects that allow the students to examine how the academic concepts they are learning in the classroom are being utilized within their volunteer experience.

At Olympic College, internships, volunteer work and cooperative education are handled through the Career Center. The staff at the Career Center can provide students with connections to agencies within the community for these types of applied learning. Stop by the Career Center to register today!

References

FREE
ELECTRONIC INCOME TAX FILING ASSISTANCE

February 3 to April 15, 2014
Tuesdays, Wednesdays, & Thursdays ONLY
(12:30 to 4:30PM)
Bremerton Campus, Art Bldg., Room 124

Free electronic filing on 1040, 1040A and 1040E tax forms.

WALK-IN APPOINTMENTS ONLY!
Note: Site does not have access to accept telephone calls.

Sponsored by:
Internal Revenue Service (IRS) Tax-Aide Program,
American Association of Retired People (AARP), and
Olympic College Cooperative Education and Internship Program

Cooperative Education and Internship Program
Bremerton: 360-475-7480, HSS Bldg., Room 201
1-800-259-6718 ext. 7480
E-mail: Cooped@olympic.edu

Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities.
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<th>ORGANIZATION</th>
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| **1. A Place Called Hope**                       | Olalla                      | **Services:** Serves children, youth, and families by licensing foster families and placing children in those home environments. Adoption program. Independent living skills/parenting classes  
**Projects:** Beginning case aides, child and family support specialists, case aides, home licensing, IT support  
**Positions:** Interns, volunteers, paid case aides  
**Volunteer Training Program:** Yes                                                                                  |
| **2. Admiral Theatre Foundation**                 | Bremerton and the Greater Puget Sound | **Services:** Live entertainment, performing arts, fine and casual dining and community events. The historic Admiral Theatre was transformed by a magnificent renovation and reopened in 1997. The 1942 movie house is a one-of-a-kind performance venue for a variety of events.  
**Positions:** Office assistants, ushers, greeters, back-stage technicians  
**Volunteer Training Program:** Yes                                                                                   |
| **3. American Red Cross**                        | Clallam, Jefferson and Kitsap Counties | **Services:** Disaster relief assistance and community emergency preparedness and response  
**Projects:** Community disaster presentations, health and safety instruction, case management, office administration, working with area youth  
**Positions:** Interns and Volunteers, Emergency responder, health and safety instructor, volunteer event coordinator, community disaster education planner, administrative professional, youth preparedness educators  
**Volunteer Training Program:** Yes                                                                                   |
| **4. Ameri-Corps**                                | Kitsap County               | **Services:** Provides advocacy, mentoring and support for youth and families, recruit community volunteers, and facilitate service projects  
**Projects:** Family Literacy Events, Volunteer Recruitment                                                                 |
| **5. Animal Rescue Families**                     | Kitsap County               | **Services:** Fostering/adoption for abandoned domestic animals  
**Projects:** Adoption facilitation at various sites in Kitsap County  
**Positions:** Volunteers work with adoption and fostering of needy animals Some administrative work needed                                                                                  |
| **6. Armin Jahr Elementary School**               | Bremerton                   | **Services:** Volunteer tutoring for readers grades K-5th  
**Positions:** Reading tutors                                                                                                          |
| **Washington Reading Corps**                      |                            | **Volunteer Training Program:** Yes                                                                                                   |
| **7. Big Brothers Big Sisters of Puget Sound**    | Puget Sound                 | **Services:** A one-to-one mentoring program for youth ages 7-16 with positive adult (ages 18 and older) role models  
**Projects:** Community-based youth mentors  
**Volunteer Training Program:** Yes                                                                                   |
| **8. Black Historical Society of Kitsap County, Inc.** | Kitsap County           | **Services:** To research and promote the rich history of African Americans in Kitsap County. Our main focus is to inspire and educate all audiences by the richness of this untold story of Kitsap County  
**Projects:** Summer reading adventure program, display setup, event coordination, web site and administrative work  
**Positions:** Interns and volunteers for all projects                                                                 |
| **9. Bloedel Reserve**                            | Bainbridge Island           | **Service:** Public gardens and nature preserve  
**Projects:** Docents, gardeners, office assistants  
**Positions:** Volunteers                                                                                                    |
| **10. Boys & Girls Clubs of South Puget Sound**   | Belfair, Bremerton          | **Services:** After school programs for youth ages 6-16: arts, technology, career development, health and life skills, character and leadership development, sports, fitness and recreation  
**Projects:** Tutoring, arts, sports, administrative support, club activities, computer technology, special events, advisory board, facility upkeep, marketing  
**Positions:** Interns and volunteers                                                                                     |
| **11. Bremerton Chamber of Commerce (Armed Forces Festival)** | Kitsap County               | **Services:** Marketing and promotion of Bremerton Armed Forces Festival  
**Projects:** Organizing and operating the nation's largest and longest running armed forces festival                                                                 |

**Agency Listings**
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| 12. Bremerton Foodline www.bremertonfoodline.org | Bremerton | **Services:** Provide monthly food baskets, commodities and daily lobby opening for perishables such as bread and vegetables.  
**Positions:** Volunteers  
**Projects:** Holiday baskets, food drives  
**Volunteer Training Program:** Yes |
| 13. Bremerton Housing Authority www.bremertonhousing.org | Bremerton | **Services:** Provide decent, safe and sanitary housing to low income families at an affordable price. Our goal is to provide them housing within an environment that fosters the advancement of low income families from a position of dependency to one of self sufficiency.  
**Projects:** Section Eight to home ownership, Family Self Sufficiency Program  
**Positions:** Volunteer instructors, volunteer youth mentors, volunteer barista’s, volunteer adult mentors and tutoring/homework assistance  
**Volunteer Training Program:** Yes, barista only |
**Positions:** Technical intern, camera operators, editor interns (should have some skills in audio, visual areas)  
**Volunteer Training Program:** Yes |
| 15. Bremerton School District www.bremertonschools.org | Bremerton | **Services:** Education  
**Projects:** Success Program (after school), AVID Tutors  
**Projects:** Volunteers  
**Volunteer Training Program:** Yes |
| 16. Bremerton Substance Abuse Prevention Coalition www.kitsapgov.com/hs/substanceabuse/substanceabuseprevention.htm | Bremerton | **Services:** Established in 1990 to develop needed substance abuse prevention resources and to develop a means for coordinating existing prevention programs and services for youth, families, schools and communities  
**Positions:** Interns and Volunteers  
**Volunteer Training Program:** Yes |
| 17. Bremerton Symphony www.bremertonsymphony.wordpress.org | Kitsap County | **Services:** A non-profit organization, which includes the Bremerton Symphony Orchestra, the Bremerton Symphony Concert Chorale, The Bremerton Symphony League and The Bremerton Symphony Endowment Fund. Our mission is to further the musical development of amateur musicians and to provide a positive and viable cultural asset to the community.  
**Positions:** Seeking music majors for a variety of internship positions |
| 18. Catholic Community Services www.ccsww.org | Bremerton, Kitsap County | **Services:** Provide transportation for errands & appointments, help with minor repairs & errands for low income/disabled seniors  
**Projects:** Work with clients, organize large projects with volunteers, office program training and community involvement, special projects, office assistant,  
**Positions:** Interns and Volunteers  
**Volunteer Training Program:** Yes |
| 19. Central Kitsap Food Bank http://ckfoodbank.org | Silverdale | **Services:** Provide food at no cost to those in need who reside in Central Kitsap.  
**Projects:** Assist customers, stock shelves, customer service  
**Positions:** Volunteers |
| 20. Central Kitsap High School www.ckhs.cksd.wednet.edu | Silverdale | **Services:** Three-year comprehensive high school, providing educational services to over 1,400 students  
**Positions:** Tutors, chaperones, booster clubs for sports and band, Shared Decision Team members, and committee members |
| 21. CHI Franciscan Hospice and Palliative Care www.fhshealth.org | Kitsap King and Pierce Counties | **Services:** Provides up to four hours of support to patients and families within the last six months of life. Hospice and palliative care.  
**Projects:** Read, share stories, hold hands, play cards, sit quietly at the bedside in homes, nursing homes and assisted care environments  
**Positions:** Volunteers  
**Volunteer Training Program:** Yes |
| 22. Children of the Nations www.COTNI.org | Silverdale | **Services:** Partnering with nations to provide holistic, Christian care for orphaned/desitute children  
**Projects:** Administrative assistants, copy editors/proof readers, communications assistant, receptionists, donations sorter, Spanish to English translators. Internships available. |
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| 23. City of Bremerton | Bremerton | **Services:** Police, fire, parks, public works  
**Projects:** Water resources, wastewater treatment plant  
**Volunteer Training Program:** Yes |
| 24. City of Bremerton  
(Municipal Court) | Bremerton | **Services:** City court system  
**Projects:** Administrative, interns for judicial assistants  
**Positions:** Volunteers and Interns  
**Volunteer Training Program:** Yes |
| 25. Coffee Oasis (The) | Kitsap County | **Services:** A faith-based, non-profit organization that consists of two things: coffee shop businesses and programs for homeless, street oriented youth  
**Projects:** Street and school outreach, drop in centers, teen shelter, case management, mentoring and job training  
**Positions:** Interns, volunteers  
**Volunteer Training Program:** Yes |
| 26. Comfort Keepers | Kitsap County | **Services:** In-home care of seniors, from homemaking to personal one-on-one care, bathing, dressing, feeding and transferring  
**Projects:** Marketing  
**Positions:** Volunteers, interns |
| 27. Communitas | Bremerton | **Services:** Provide residential service and support for individuals with developmental disabilities in their home and community  
**Projects:** Direct support for individuals with developmental disabilities in a variety of capacities  
**Positions:** Office/clerical work, assisting chief operations officer and human resource manager  
**Volunteer Training Program:** Yes |
| 28. Communities in Schools of Peninsula | Gig Harbor, Key Peninsula | **Services:** After-school academic mentoring programs in ten schools in the Peninsula School District. We match volunteer mentors to students who are struggling in reading or math. Our goal is to develop students' academic abilities and to provide consistent, stable, mentoring relationships  
**Projects:** Mentors  
**Positions:** Volunteers  
**Volunteer Training Programs:** Yes |
| 29. Crisis Clinic of the Peninsulas | East Bremerton, Kitsap County | **Services:** Telephone contact with incoming calls from people in situational distress, offering resources and referrals  
**Projects:** Actively listen to callers, assist caller in the problem solving arena, provide verbal intervention to those contemplating suicide. Offer resources and referrals; great opportunity for those considering working in mental health area  
**Volunteer Training Program:** Yes |
| 30. CStock | Silverdale | **Services:** A community based musical and dramatic, performing arts organization  
**Projects:** Acting, directing, all show support positions  
**Positions:** Volunteers |
| 31. Dept. of Corrections, WA State  
(Mission Creek Correction Center for Women) | Belfair | **Services:** Adult female corrections  
**Projects:** Parenting/life skills, mentors, tutoring, recreation, crafts  
**Volunteer Training Program:** Yes |
| 32. Dept. of Corrections, WA State | Kitsap | **Services:** Field and facility supervision of felons to include assistance with housing, treatment, education, etc.  
**Projects:** Case management, advocacy, classroom facilitation  
**Positions:** Community corrections officer assistant, facilitator, support staff assistant, clerical support, faith based support  
**Volunteer Training Program:** Yes |
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<tr>
<td><strong>33. Dept. of Natural Resources, WA State</strong>&lt;br&gt;<a href="http://www.dnr.wa.gov">http://www.dnr.wa.gov</a></td>
<td>Kitsap County and Beyond</td>
<td><strong>Services:</strong> Provides outdoor recreation opportunities to the public in Washington State. Provides trails and campgrounds in primitive, natural outdoor settings. Administers over 1000 miles of trails and manages 2.2 million acres of state forest&lt;br&gt;&lt;br&gt;<strong>Positions:</strong> Interns and Volunteers&lt;br&gt;&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td><strong>34. Dept. of Parks and Recreation, WA State</strong>&lt;br&gt;www.parks.wa.gov</td>
<td>Olympia, Various State Parks</td>
<td><strong>Services:</strong> State parks and recreation to the general public&lt;br&gt;&lt;br&gt;<strong>Projects:</strong> Administration, facilitation, program design, special events. Please check website for current information&lt;br&gt;&lt;br&gt;<strong>Positions:</strong> Varies&lt;br&gt;&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td><strong>35. Dept. of Social and Health Services (DSHS), Division of Children &amp; Family Services, WA State</strong>&lt;br&gt;www.dshs.wa.gov/ca/general/index.asp</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Protect abused and neglected children, support families to safely care for their own children and provide quality care and permanent families for children&lt;br&gt;&lt;br&gt;<strong>Projects:</strong> Interns will learn case management, assessment, community networking. You will have the ability to make connections with other community agencies and gain practical experience&lt;br&gt;&lt;br&gt;<strong>Positions:</strong> Interns, case aides and volunteers&lt;br&gt;&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td><strong>36. Dispute Resolution Center of Kitsap County</strong>&lt;br&gt;www.kitsapdrc.org</td>
<td>Kitsap and Mason Counties</td>
<td><strong>Services:</strong> Mediation, large group facilitation and training sessions on various forms of conflict resolution and communication skills&lt;br&gt;&lt;br&gt;<strong>Projects:</strong> Client intake, updating and maintaining databases, office administration, human resources, and training projects, public relations and marketing activities, grant writing, office and yard maintenance&lt;br&gt;&lt;br&gt;<strong>Positions:</strong> Intake specialist, grant writer, office or human resources assistant, training, facility maintenance or community development coordinators&lt;br&gt;&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td><strong>37. Georgia's House (The Weaver Foundation)</strong>&lt;br&gt;www.gmweaverfoundation.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> A temporary family-type shelter for homeless women and children&lt;br&gt;&lt;br&gt;<strong>Project:</strong> Staffing the shelter to ensure safety and comfort. Event planning, fundraising and arranging family gatherings&lt;br&gt;&lt;br&gt;<strong>Positions:</strong> Interns or volunteers, Fundraising&lt;br&gt;&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td><strong>38. Girl Scouts of Western Washington</strong>&lt;br&gt;www.girlscoutsww.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Programs and activities for girls in grades kindergarten through 12th grade&lt;br&gt;&lt;br&gt;<strong>Projects:</strong> Varies depending upon the time of year&lt;br&gt;&lt;br&gt;<strong>Positions:</strong> Interns and Volunteers&lt;br&gt;&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td><strong>39. Goodwill Job Training and Education Center</strong>&lt;br&gt;www.seattlegoodwill.org volunteer opportunities</td>
<td>Bremerton, Silverdale</td>
<td><strong>Services:</strong> Provides free classes to adults seeking employment. Computer basics, GED, basic math skills, workshops for job seekers, retail customer service training, English as a second language and more.&lt;br&gt;&lt;br&gt;<strong>Projects:</strong> Office assistants, customer service, computer skills, tutoring, classroom assistance.&lt;br&gt;&lt;br&gt;<strong>Positions:</strong> Interns and Volunteers&lt;br&gt;&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td><strong>40. Greater Peninsula Conservancy</strong>&lt;br&gt;www.greatpeninsula.org</td>
<td>Kitsap, Mason &amp; North Pierce Counties</td>
<td><strong>Services:</strong> Non-profit land trust protecting local rural areas and wild lands.&lt;br&gt;&lt;br&gt;<strong>Projects:</strong> Stewardship duties, habitat restoration, community outreach and interaction, outdoor activity programs, office assistance, information technology</td>
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<td><strong>41. Habitat for Humanity Kitsap County</strong>&lt;br&gt;<a href="http://kitsaphabitat.org">http://kitsaphabitat.org</a></td>
<td>Bremerton</td>
<td><strong>Services:</strong> We work in partnership with low-income families to lift them from substandard housing to a safe, affordable home.&lt;br&gt;&lt;br&gt;<strong>Projects:</strong> Volunteers to help expand capacity to help more low income families. Builders Bargains is our new retail store that accepts donations of new and gently used construction materials&lt;br&gt;&lt;br&gt;<strong>Positions:</strong> Grant writer, construction management, resource and funding management, volunteer management&lt;br&gt;&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td>42. Harrison Medical Center&lt;br/&gt;<a href="http://www.harrisonmedical.org">http://www.harrisonmedical.org</a></td>
<td>Bremerton</td>
<td><strong>Services:</strong> College, teen, and adult volunteer opportunities available year round. Please contact our office for information and to request an application&lt;br/&gt;<strong>Projects:</strong> Students needing exposure to a hospital setting or a specific area are encouraged to volunteer&lt;br/&gt;<strong>Positions:</strong> Volunteer opportunities are available in Bremerton, Silverdale, North Kitsap, South Kitsap in-patient and non-patient areas&lt;br/&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td>43. Helpline House&lt;br/&gt;www.helplinehouse.org</td>
<td>Bainbridge, North Kitsap</td>
<td><strong>Services:</strong> Food, clothing, medical equipment, counseling&lt;br/&gt;<strong>Positions:</strong> Desk volunteer, food bank, clothing bank&lt;br/&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td>44. Holly Ridge Center&lt;br/&gt;www.hollyridge.org</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Support people with disabilities&lt;br/&gt;<strong>Projects:</strong> Administration and clerical support, classroom and therapy preparation, special events, bulk mailing, gardening, building upkeep, and special projects&lt;br/&gt;<strong>Positions:</strong> Development, administrative and adult employment service interns&lt;br/&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td>45. Hospice of Kitsap County&lt;br/&gt;www.hospicekc.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> We provide end-of-life care for the terminally ill and bereavement support for their families&lt;br/&gt;<strong>Positions:</strong> Volunteers to work with patients, volunteers for the office.&lt;br/&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td>46. Housing Kitsap&lt;br/&gt;www.kccha.org</td>
<td>Silverdale</td>
<td><strong>Services:</strong> Low income families, children and youth; home counseling, credit counseling and family self-sufficiency programs&lt;br/&gt;<strong>Projects:</strong> After school homework clubs, community service/leadership program, summer employment for teens&lt;br/&gt;<strong>Positions:</strong> Interns and volunteers</td>
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<tr>
<td>47. Housing Resources Board&lt;br/&gt;www.housingresourcesboard.org</td>
<td>Bainbridge</td>
<td><strong>Services:</strong> Non-profit housing agency providing affordable housing opportunities to low-income people&lt;br/&gt;<strong>Projects:</strong> Outreach services, marketing, website design</td>
</tr>
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<td>48. Illahee State Park&lt;br/&gt;www.parks.wa.gov</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Outdoor recreation, natural resources&lt;br/&gt;<strong>Projects:</strong> Preservation of natural resources, trail and park maintenance.&lt;br/&gt;<strong>Positions:</strong> Volunteers needed in spring and early summer</td>
</tr>
<tr>
<td>49. Internal Revenue Service (IRS) and American Association of Retired People (AARP) Tax-Aide Program&lt;br/&gt;www.aarp.com (type “tax aide” in search box)</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Simple tax returns, electronically filed for low income with special attention to the elderly&lt;br/&gt;<strong>Projects:</strong> Tax-Aide sponsors a site at Olympic College where students can be trained from February 1 through April 15. They will do simple taxes for the public on a computer program through a two (2) credit internship/course. One (1) credit is the training session and the other one credit requires 30 hours of volunteer service preparing taxes at the site&lt;br/&gt;<strong>Positions:</strong> Counselor&lt;br/&gt;<strong>Volunteer Training Program:</strong> Yes</td>
</tr>
<tr>
<td>50. Island Time Activities&lt;br/&gt;www.islandtimeactivities.org</td>
<td>Bainbridge Island</td>
<td><strong>Services:</strong> We provide services to adults with intellectual/developmental disabilities. Our program approach is unique, focusing on individual interests. As such, our staff to participant ratio ranges from 1:1 to 1:4.&lt;br/&gt;<strong>Projects:</strong> Activities Mentor&lt;br/&gt;<strong>Positions:</strong> Volunteers and Interns&lt;br/&gt;<strong>Volunteer Training Program:</strong> Yes</td>
</tr>
<tr>
<td>51. Juvenile Rehabilitation Administration&lt;br/&gt;www.dshs.wa.gov/jra/</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Volunteers act as mentors to youth who are serving time in juvenile correctional institutions. The goal of the mentor program is to help young people leaving correctional institutions make the transition back to the community with the aid of a caring adult&lt;br/&gt;<strong>Projects:</strong> Social work, social services or criminal justice fields within the state system&lt;br/&gt;<strong>Positions:</strong> Volunteer mentor</td>
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<td>Organization</td>
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<tr>
<td>Kitsap Adult Center for Education</td>
<td>Kitsap County</td>
<td>Services: Helps adults improve reading, writing and math skills, learn English as a Second Language (ESL) and prepare for the GED or adult high school diploma (EDP) exams. Projects: 1 to 1 tutoring, GED preparation classes, family literacy, English language/civics education, ESL conversation groups, intensive reading classes, and workplace literacy. Volunteer Training Program: Yes.</td>
</tr>
<tr>
<td>Kitsap County</td>
<td>Port Orchard</td>
<td>Services: Protect/promote health, safety and welfare of citizens, volunteer services. Projects: Administrative, clerical, advocacy, case management, information and assistance, grant writing research, public relations, community planning, or parks stewardship. Positions: Volunteers; CDP interns, probation interns, SHIBA helpline, parks &amp; recreation intern, clerical, and environmental internships. Volunteer Training Program: Yes.</td>
</tr>
<tr>
<td>Kitsap County (Juvenile Dept.)</td>
<td>Kitsap County</td>
<td>Services: Detention facility for youth, Kitsap Alternative Transitional School, Kitsap adolescent recovery and probation/dependency services. Projects: Internships are available for detention, alternatives to detention, court services and chemical dependency program. Positions: Detention assistant, probation intern, chemical dependency professional trainee, food services assistant, mentor programs, court appointed special advocate (CASA - 2 year commitment), community diversion board and office assistant (background check required for all positions.) Volunteer Training Program: Yes.</td>
</tr>
<tr>
<td>Kitsap County Search and Rescue</td>
<td>Kitsap County</td>
<td>Services: Provides adult and teenage personnel to conduct search, rescue, recovery and evacuation operations statewide. The primary focus is on general ground search techniques and building leadership skills of youth ages 14-21. They are the most active unit for searches within Kitsap County. Projects: On-call searches for missing people. Positions: Volunteers. Volunteer Training Program: Yes (Conducted October through May).</td>
</tr>
<tr>
<td>Kitsap Crime Victims Assistance Center</td>
<td>Port Orchard</td>
<td>Services: Assisting members of the public affected by a crime, with advocacy, legal support, resource connection and therapy. Positions: Volunteers. Volunteer Training Program: Yes.</td>
</tr>
<tr>
<td><strong>ORGANIZATION</strong></td>
<td><strong>AREA</strong></td>
<td><strong>DETAILS</strong></td>
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</tbody>
</table>
| **61. Kitsap County Substance Abuse Prevention Coalition** | Kitsap County | **Services:** Develops needed substance abuse prevention resources, supports and assists with coordination of existing prevention programs and services for youth, families and schools.  
**Projects:** Youth mentoring  
**Positions:** Volunteers  
**Training Program:** Yes |
| **62. Kitsap Humane Society** [www.kitsaphumane.org](http://www.kitsaphumane.org) | Silverdale | **Services:** Animal welfare  
**Projects:** Dog and cat care, dog walking, dog trainers, laundry assistance, clerical and data entry, customer service, event planning, grant writing, fundraising, and more  
**Positions:** Volunteer opportunities |
| **63. Kitsap Legal Services** [www.kitsaplegalservices.org](http://www.kitsaplegalservices.org) | Kitsap County | **Services:** Provide civil legal assistance to low income residents of Kitsap County  
**Projects:** Computers (Information Technology), legal, administrative  
**Positions:** Volunteers |
| **64. Kitsap Mental Health Services** [http://www.kitsapmentalhealth.org](http://www.kitsapmentalhealth.org) | Bremerton | **Services:** Community Mental Health  
**Projects:** Direct clinical support for clients in a variety of clinical programs, administrative, staffing 24-hour crisis clinic hotline  
**Positions:** Counseling, case management, direct client care  
**Volunteer Training Program:** Yes |
| **65. Kitsap Regional Library** [www.krl.org](http://www.krl.org) | Kitsap County | **Services:** County-wide library district with branch library located at: Bainbridge Island, Downtown Bremerton, Kingston, Little Boston, Manchester, Port Orchard, Poulsbo, Silverdale, and Sylvan Way  
**Positions (Volunteer):** Computer and technology training and instruction, literacy support for children, book mending, shelf reading, public relations, graphic design, writing, special event planning, gardening, summer reading program support, teen program support, clerical/office.  
**Volunteer Training Program:** Yes |
| **66. Kitsap Youth Mentoring Consortium** [www.kitsapmentoring.org](http://www.kitsapmentoring.org) | Port Orchard | **Services:** Mentoring for children and youth  
**Positions:** A volunteer opportunity to work with youth (one-to-one). This is an opportunity for students interested in the fields of social service and education  
**Volunteer Training Program:** Yes |
| **67. Lindquist Dental Clinic for Children** [www.lindquistdental.org](http://www.lindquistdental.org) | Bremerton | **Services:** Dental care for children up to age 18. We are a non-profit organization. We accept Apple Health/state insurance and offer sliding scale for uninsured families.  
**Positions:** Volunteers: administrative, outreach, education.  
**Volunteer Training Program:** No |
| **68. Lord’s Neighborhood Diner** [www.thelordsneighborhooddiner.blogspot.com](http://www.thelordsneighborhooddiner.blogspot.com) | Bremerton/Manette | **Service:** Provide to the needed essentials for living: food, clothing, and hygiene items. Assistance in connecting to support services throughout Kitsap.  
**Projects:** Promote human dignity and mental health services  
**Positions:** Interns or Volunteers  
**Volunteer Training Program:** Yes |
| **69. Lutheran Community Services Northwest** [www.lcsnw.org](http://www.lcsnw.org) | Kitsap County | **Services:** In-home care of seniors, RSVP and Home Care  
**Projects:** Home care and marketing, office volunteers  
**Positions:** Case aide, office assistant, adult day assistant  
**Volunteer Training Program:** Yes |
| **70. Martha and Mary Health Center** [www.marthaandmary.org](http://www.marthaandmary.org) | Poulsbo | **Services:** Geriatric population care and childcare site and in-home services  
**Projects:** Internships on a case by case basis, depending on the applicant’s needs as well as the needs of the facility  
**Volunteer Training Program:** Yes |
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<th>Organization</th>
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<tr>
<td>71. Mary E. Theler Community Center &amp; Theler Wetlands <a href="http://www.thelercenter.org">www.thelercenter.org</a></td>
<td>Belfair</td>
<td><strong>Service:</strong> Provides gathering place and activities for community enrichment. Protects, maintains, and showcases wetland trails, so that people may enjoy the unique natural environment. <strong>Projects:</strong> Office work, trail maintenance, assistance for student visitors. <strong>Positions:</strong> Interns or Volunteers. <strong>Volunteer Training Program:</strong> Yes.</td>
</tr>
<tr>
<td>72. Meals on Wheels <a href="http://www.mealsonwheelskitsap.org">www.mealsonwheelskitsap.org</a></td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Deliver nutritious meals to persons 60 years and older in Kitsap County who are home-bound due to illness or disability. We also serve hot, nutritious meals at various locations throughout the county. <strong>Projects:</strong> Delivering Meals on Wheels, serving meals at sites and office work. <strong>Volunteer Training Program:</strong> Yes.</td>
</tr>
<tr>
<td>73. MESA, Olympic College <a href="http://www.olympic.edu%5CMESA">www.olympic.edu\MESA</a></td>
<td>Kitsap County</td>
<td><strong>Service:</strong> Matches students interested in Science, Technology, Engineering or Math (STEM) fields with external STEM employers offering internships at agencies such as NOAA/Kenneth K. Chew Center for Shellfish Research/Restoration, Pacific Northwest Salmon Center and more. <strong>Positions:</strong> Internships. <strong>Training Program:</strong> Quarterly workshops prepare students for hands-on learning opportunities and highlight recent student intern experiences.</td>
</tr>
<tr>
<td>74. Naval Avenue Early Learning Center—Washington Reading Corps <a href="http://www.volunteermatch.com">www.volunteermatch.com</a></td>
<td>Bremerton</td>
<td><strong>Services:</strong> Early childhood education, reading improvement. <strong>Projects:</strong> Use research-based methods/materials to work with reading students one-on-one and in small groups, math help, recess monitoring, special events. <strong>Positions:</strong> Volunteers.</td>
</tr>
<tr>
<td>75. Navy Marine Corps Relief Society <a href="http://www.nmcrs.org">www.nmcrs.org</a></td>
<td>Kitsap</td>
<td><strong>Services:</strong> Financial assistance and education for U.S. Navy and Marine Corp personnel and their eligible family members. <strong>Positions:</strong> Casework or receptionists. <strong>Volunteer Training Program:</strong> Yes.</td>
</tr>
<tr>
<td>76. Navy Museum Northwest Naval Undersea Museum and Puget Sound Navy Museum <a href="http://www.history.navy.mil">www.history.navy.mil</a></td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Our purpose is to preserve and interpret U.S. Navy history via official U.S. Navy Museums, public programs and publications. Also, we provide for the preservation of artifacts, documents, images and artwork. <strong>Positions:</strong> Various.</td>
</tr>
<tr>
<td>77. North Kitsap Fishline <a href="http://www.nkfishline.org">www.nkfishline.org</a></td>
<td>Poulsbo Suquamish Keyport</td>
<td><strong>Services:</strong> We serve low/no income population of North Kitsap; food bank, monthly food boxes, wellness classes, emergency services—i.e.: rent, utilities, gas, medical co-pays and emergency housing. Two thrift stores. <strong>Positions:</strong> Internships—advocacy, volunteer management, food operations, general non-profit. <strong>Volunteers—</strong> food bank, thrift shop, front desk reception, newsletters, grocery pick-up drivers. <strong>Volunteer Training Program:</strong> Yes.</td>
</tr>
<tr>
<td>78. North Kitsap School District Rolling Reader STAR College Grant Program <a href="http://www.nkschools.org/rolling">www.nkschools.org/rolling</a> readers</td>
<td>North Kitsap</td>
<td><strong>Services:</strong> Star is a college grant and paid intern program for tutoring elementary children in reading. Earnings are paid directly to the college for tuition upon proof of enrollment. <strong>Positions:</strong> Interns. <strong>Volunteer Training Program:</strong> Yes.</td>
</tr>
<tr>
<td>79. North Kitsap Substance Abuse Prevention Coalition <a href="http://www.kitsapgov.com/hs/substanceabuse/substanceabuseprevention.htm">www.kitsapgov.com/hs/substanceabuse/substanceabuseprevention.htm</a></td>
<td>North Kitsap</td>
<td><strong>Services:</strong> Developing needed substance abuse prevention resources and providing a means for coordinating existing prevention programs and services for youth, families, schools and communities. <strong>Positions:</strong> Interns and Volunteers. <strong>Volunteer Training Program:</strong> Yes.</td>
</tr>
<tr>
<td>80. Olympic Resource Management <a href="http://www.orm.com">www.orm.com</a></td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Olympic Resource Management (ORM) specializes in timberland management and investments in the timber assets. <strong>Positions:</strong> Internships. <strong>Projects:</strong> Reception, front and back office, accountants. <strong>Volunteer Training Program:</strong> No.</td>
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<tr>
<td>Organizational Name</td>
<td>Area</td>
<td>Services</td>
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<tr>
<td>81. Pathways to Success</td>
<td>East Bremerton</td>
<td>Provide youth (16-21) of our community with the skills to build their future through education, job training and career development</td>
</tr>
<tr>
<td>82. Peninsula Community Health Services</td>
<td>Kitsap County</td>
<td>Quality, affordable primary medical, dental and pharmacy services for children and adults.</td>
</tr>
<tr>
<td>83. Pierce County Alliance</td>
<td>Tacoma</td>
<td>Foster Care to College assists foster youth ages 16-21 to graduate high school and enter post-secondary schooling; accomplished through matching the foster youth with mentors to help with school/transition to college</td>
</tr>
<tr>
<td>84. Port Gamble S’Klallam Tribe</td>
<td>Kingston</td>
<td>To improve the quality of life for all tribal members</td>
</tr>
<tr>
<td>85. Poulsbo Chamber of Commerce (Greater)</td>
<td>North Kitsap</td>
<td>Lead economic development, support member businesses</td>
</tr>
<tr>
<td>86. Puget Sound Blood Center</td>
<td>Silverdale</td>
<td>Blood donation center and mobile blood drives</td>
</tr>
<tr>
<td>87. Puget Sound Naval Shipyard (PSNS) and Intermediate Maintenance Facility (IMF)</td>
<td>Kitsap County</td>
<td>Maintenance, modernization, and technical and logistics support needed to fix ships</td>
</tr>
<tr>
<td>88. Retsil Veteran’s Home</td>
<td>Port Orchard (Retsil)</td>
<td>Medical and supportive care to veterans and their spouses</td>
</tr>
<tr>
<td>89. Salish Sea Expeditions</td>
<td>Bainbridge</td>
<td>Youth 5-12th grade through sea investigators multi-day, boat-based, hands-on science education programs</td>
</tr>
<tr>
<td>90. Salmon Center, The</td>
<td>Belfair, Hood Canal</td>
<td>The Salmon Center strives to ensure the abundance of salmon by fostering the connection between land, people, and salmon through restoration, education, and research</td>
</tr>
</tbody>
</table>
The Olympic College Career Center provides a wide-range of career, internship and employment planning services to assist students in developing self-directed job search skills. Students can earn college credit for positions that are: cooperative education, internship, volunteer service or work-study by combining classroom learning with valuable on-the-job experience.

We offer student computers for employment and internship preparation, as well as free keyboarding and 10-key testing for enrolled students (services may vary at each campus). You can also explore career assessment tools, career research websites and other on-line resources to aid in the job search process.

Students have access to career development workshops such as cover letter and resume writing, interviewing, portfolio preparation, workplace survival skills and much more! The Career Center offers an on-line job board. Listings include on-campus and community jobs, volunteer and internship opportunities specifically posted for Olympic College students, graduates and program participants.

In addition, the Career Center hosts numerous career related events. Check our online calendar for the dates at: http://www.olympic.edu/Students/CareerCenter.
OLYMPIC COLLEGE  
*Cooperative Education and Internship Program*

**Resources for Finding an Internship or Volunteer Site**

1. **Family & Friends**  
   Ask them to help you come up with 10 organizations in your geographic area.

2. **Career Center Web Resources and Search Engines**  
   [www.olympic.edu/Students/StudentServices/CareerCenter](http://www.olympic.edu/Students/StudentServices/CareerCenter)

3. **Limited Paper-based Directories in the Career Center**

4. **Websites of Professional Organizations for Your Career Field**  
   For Example: Association of Electrical Engineers (AEE) or the American Psychological Association (APA)

5. **State Government Internships and/or Jobs**  
   Go to the Civil Service section and look for internships. In Washington, go to:  

6. **Federal Government Internships and/or Jobs**  
   [www.studentjobs.gov](http://www.studentjobs.gov)  

7. **Chambers of Commerce**  
   Use Google.com or another search engine  
   Type in “Chamber of Commerce” for your area of choice.  
   For example: “Chamber of Commerce for Bremerton, Washington”

8. **Business Journal for Your Region**  
   Use Google.com or another search engine  
   Follow the link and look for the online member directory  
   Some Chambers will list members by categories such as accountants, engineering, etc.

9. **Phone Book**  
   Yellow Pages -- many non-profit organizations are listed under the “Association” section  
   Blue Pages -- human service agencies, local, state and federal government agencies are listed here

When you go to an organization link, look for the section - Careers, Human Resources, or Contacts. Some organizations will list internships in their own section.
<table>
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<tr>
<th>Organization</th>
<th>Area</th>
<th>Details</th>
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</table>
| 91. Salvation Army, The Salvation Army | Kitsap County | **Services**: Meals, food bank, utility assistance, blankets, diapers, toiletries, school supplies, Christmas baskets, spiritual counseling, free haircuts  
**Projects**: Serving meals, Christmas food/toy distribution, food bank volunteer  
**Positions**: Volunteers for bell ringer, breakfast/lunch serving, food bank volunteer  
**Volunteer Training Program**: Yes |
| 92. ShareNet Food Bank & Thrift Store | Kingston | **Services**: Providing food assistance to people in Kingston, Indianola, Suquamish, Eglon, and Little Boston  
**Positions**: Volunteers |
| 93. Sidney Museum and Arts Association | Port Orchard | **Services**: Nonprofit organization founded in 1970, is dedicated to preserving local history and promoting arts. SMAA established and maintains, the Sidney Museum, Log Cabin Museum and the Sidney Art Gallery in Port Orchard.  
**Positions**: Volunteers; fundraising opportunities, cataloguing historic artifacts  
**Volunteer Training Program**: Yes |
| 94. Sound Works Job Center | Poulsbo | **Services**: Job search assistance for Kitsap County residents, low income and unemployed  
**Projects**: Human resources, data entry, customer service, office management  
**Positions**: Office assistant, data entry assistant |
| 95. South Kitsap Helpline | Port Orchard | **Services**: Food and critical services to children, adults and seniors  
**Projects**: Seeking thrift store/food bank volunteers, office support  
**Volunteer Training Program**: Yes |
| 96. St. Vincent De Paul Assistance Office and Food Bank | Bremerton | **Services**: Food banks, assistance with other basic needs for low income families  
**Projects**: Web page design and set-up, food bank baskets, customer service  
**Positions**: Volunteers |
| 97. Suquamish Elementary School (Rolling Reader Program) | Suquamish | **Services**: Rolling Reader is a tutoring program that pairs adult volunteers and student tutors with elementary students for one-on-one tutoring to help them learn to read.  
**Projects**: Reading tutors  
**Positions**: Volunteers  
**Training Program**: Yes |
| 98. Suquamish Tribe Fisheries Department | Suquamish | **Services**: To preserve, protect and enhance fisheries resources. Management of all marine fish stocks, especially salmon. Fisheries stock assessment activities around Kitsap Peninsula  
**Projects**: Varied  
**Positions**: Interns and Volunteers |
| 99. Tacoma Area Coalition of Individuals with Disabilities (TACID) | Tacoma | **Services**: Disability services offered to the disabled community  
**Projects**: Advocacy, case management on a needed basis in housing department, administrative duties, special events  
**Positions**: Housing and employment, mental health, Blind Independent Program and volunteer department  
**Volunteer Training Program**: Yes |
| 100. United Way of Kitsap County Volunteer Center | Bremerton | **Services**: Online volunteer center connects people with volunteer opportunities  
**Projects**: Promote volunteerism, volunteer management, communication and public outreach, grant writing  
**Volunteer Training Program**: Yes |
| 101. View Ridge Elementary School | Bremerton | **Services**: 1-to-1 tutoring to students who are struggling with reading proficiency in Kindergarten through 5th grade  
**Projects**: Tutoring, reading groups, volunteer coordinator/intern  
**Positions**: AmeriCorps & Non-AmeriCorps Reading Tutors  
**Volunteer Training Program**: Yes |
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<tr>
<th>ORGANIZATION</th>
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<tr>
<td>102. Volunteer Center of Kitsap County</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Focusing on the critical areas of education, income and</td>
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<tr>
<td><a href="http://www.VolunteerKitsap.org">www.VolunteerKitsap.org</a></td>
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<td>health, the building blocks of a good quality of life, United Way and</td>
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<td>our partner agencies not only provide immediate relief of social</td>
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<td>problems affecting our community, but also work to alleviate the</td>
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<td>underlying causes of these issues.</td>
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<td><strong>Projects:</strong> Search website by non-profit group or by community</td>
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<td><strong>Positions:</strong> Volunteers</td>
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<td><strong>Volunteer Training Program:</strong> Varies</td>
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<tr>
<td>103. Volunteers of America</td>
<td>King and Snohomish Counties</td>
<td><strong>Services:</strong> Help for vulnerable families, adults with disabilities</td>
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<tr>
<td><a href="http://www.voaww.org">www.voaww.org</a></td>
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<td>and seniors</td>
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<td><strong>Projects:</strong> Case management, housing and transitional services</td>
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<td><strong>Positions:</strong> Interns and Volunteers</td>
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<td><strong>Volunteer Training Program:</strong> Yes</td>
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<tr>
<td>104. Walk in the Light International</td>
<td>Port Orchard</td>
<td><strong>Services:</strong> Search website by non-profit group or community need.</td>
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<tr>
<td><a href="http://www.witli.com">www.witli.com</a></td>
<td></td>
<td><strong>Projects:</strong> Office work, financial, sponsorship communications,</td>
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<td>health services, fund raising</td>
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<td><strong>Positions:</strong> Interns and volunteers</td>
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<td><strong>Volunteer Training Program:</strong> Not yet</td>
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<tr>
<td>105. Washington Youth Academy</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Community development organization operating in Africa</td>
</tr>
<tr>
<td><a href="http://mil.wa.gov/WYA/index.shtml">http://mil.wa.gov/WYA/index.shtml</a></td>
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<td>to turn villages in poverty into villages that are self sustaining;</td>
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<td></td>
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<td>sponsorship of children</td>
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<td><strong>Projects:</strong> Working with students in classroom with education</td>
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<td>professionals or 1 on 1</td>
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<td><strong>Positions:</strong> Tutoring math, science, language arts</td>
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<td><strong>Volunteer Training Program:</strong> No</td>
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<tr>
<td>106. West Hills Elementary School (Washington</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Search website by non-profit group or community need.</td>
</tr>
<tr>
<td>Reading Corps)</td>
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<td><strong>Projects:</strong> Office work, financial, sponsorship communications,</td>
</tr>
<tr>
<td><a href="http://www.bremertonschools.org">www.bremertonschools.org</a></td>
<td></td>
<td>health services, fund raising</td>
</tr>
<tr>
<td><a href="http://www.k12.wa.us">www.k12.wa.us</a></td>
<td></td>
<td><strong>Positions:</strong> Interns and volunteers</td>
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<td><strong>Volunteer Training Program:</strong> No</td>
</tr>
<tr>
<td>107. West Sound Technology Association (WSTA)</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Elementary reading education for Bremerton children</td>
</tr>
<tr>
<td><a href="http://www.westsoundtechnology.org">www.westsoundtechnology.org</a></td>
<td></td>
<td><strong>Projects:</strong> Pair volunteer tutors with students, who are</td>
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<td>struggling to read, for one-on-one tutoring sessions. Volunteers</td>
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<td>provide support in reading skills, act as tutors, mentors and role</td>
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<td>models</td>
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<td><strong>Positions:</strong> Tutoring math, science, language arts</td>
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<td><strong>Volunteer Training Program:</strong> No</td>
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<tr>
<td>108. YES! Magazine</td>
<td>Bainbridge Island</td>
<td><strong>Services:</strong> YES! Magazine is a quarterly publication focused on</td>
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<td><a href="http://www.yesmagazine.org">www.yesmagazine.org</a></td>
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<td>building a just, sustainable and compassionate world</td>
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<td><strong>Projects:</strong> On-line and print editorial interns, education &amp; media</td>
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<td>outreach</td>
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<td><strong>Positions:</strong> Interns only</td>
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<tr>
<td>109. Youth for Christ, West Puget Sound</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Teach foster children how to live successfully after</td>
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<td><a href="http://www.yfcwps.org">www.yfcwps.org</a></td>
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<td>leaving the foster care system</td>
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<td><strong>Projects:</strong> Teach daily living, social relationships, career</td>
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<td>planning, housing and money management, and self-care</td>
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<td><strong>Positions:</strong> Internship, volunteer and counseling positions</td>
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<td><strong>Training Program:</strong> Yes</td>
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<tr>
<td>110. YMCA of Pierce and Kitsap Counties</td>
<td>Kitsap &amp; Pierce Counties</td>
<td><strong>Services:</strong> Serving Kitsap County with total health/well being</td>
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<td><a href="http://www.kitsapfamilyymca.org">www.kitsapfamilyymca.org</a></td>
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<td>programs. Recreational/fitness programs for all ages/abilities</td>
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<td><strong>Projects:</strong> Late Night Teen program, Selective Swim for disabled</td>
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<td>youth, Splash and Jam, Youth Activity Center programs</td>
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<td><strong>Volunteer Training Program:</strong> Yes</td>
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<tr>
<td>111. YWCA</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Family, client and legal advocacy, information and</td>
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<td><a href="http://www.kcdvtf.org">www.kcdvtf.org</a></td>
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<td>referrals, support groups, case management</td>
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<td><strong>Projects:</strong> Family services-advocacy, support group facilitation,</td>
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<td>case management, legal advocacy—attend court hearings</td>
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<td><strong>Positions:</strong> Client, legal and family advocates</td>
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<td><strong>Volunteer Training Program:</strong> Yes</td>
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<tr>
<td>1. Adopt-A-Pet&lt;br&gt;www.adoptapet-wa.org</td>
<td>Mason County&lt;br&gt;Services: A no-kill shelter devoted to saving the lives of homeless dogs and placing them in homes.&lt;br&gt;Positions: Volunteers&lt;br&gt;Volunteer Training Program: Yes</td>
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<tr>
<td>2. Boys and Girls Clubs of South Puget Sound&lt;br&gt;www.bg-clubs.com</td>
<td>Belfair, Bremerton&lt;br&gt;Services: Arts, technology, education and career development, health and life skills, character and leadership development, sports, fitness and recreation and more&lt;br&gt;Projects: Childcare staff, administrative support, club activities, computer technology, special events, advisory board, facility upkeep, marketing&lt;br&gt;Positions: Volunteers</td>
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<td>3. Crisis Clinic of Thurston and Mason Counties&lt;br&gt;www.crisis-clinic.org</td>
<td>Thurston, Mason Counties&lt;br&gt;Services: We strive to empower people, especially those in crisis, through telephone intervention, information and referral every hour of the year&lt;br&gt;We train volunteers and educate community groups in crisis intervention skills&lt;br&gt;Projects: Conducting crisis intervention by handling incoming calls, events, fundraising and administrative work&lt;br&gt;Positions: Interns &amp; Volunteers&lt;br&gt;Volunteer Training Program: Yes</td>
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<td>4. Faith in Action West Sound&lt;br&gt;<a href="http://fiaws.org">http://fiaws.org</a></td>
<td>Mason County, South Kitsap&lt;br&gt;Services: Provide support services for seniors and individuals with disabilities living in North Mason County and South Kitsap&lt;br&gt;Projects: Medical transportation, assistance with shopping, light cooking and chores, gardening, in-home assessments, home visits, office work, volunteer recruitment, store volunteers&lt;br&gt;Positions: Volunteer&lt;br&gt;Volunteer Training Program: Yes</td>
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<td>5. Habitat for Humanity Mason County&lt;br&gt;www.habitatmasonwa.org</td>
<td>Shelton&lt;br&gt;Services: Helping to provide decent, affordable housing to people in need&lt;br&gt;Projects: Volunteers to do various tasks involved with building houses for low-income families.</td>
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<td>6. Harmony Hill Retreat Center&lt;br&gt;<a href="http://www.harmonyhill.org">http://www.harmonyhill.org</a></td>
<td>Union&lt;br&gt;Services: Three day residential or one-day cancer retreats at no cost to people affected by cancer. Wellness retreats open to the public, including but not limited to yoga workshops, labyrinth meditation retreats, and sustainable gardening workshops&lt;br&gt;Projects: Assistance with organic/sustainable gardening practice and design, restoration of Lavender Labyrinth, herb/whole foods processing, making herbal products, grant research, marketing, fundraising, administrative projects&lt;br&gt;Positions: Internships and volunteer positions, occasional jobs&lt;br&gt;Volunteer Training Program: Yes</td>
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<td>7. KMAS 1030 Radio&lt;br&gt;www.kmasnewsradio.com</td>
<td>Shelton&lt;br&gt;Services: Interns with interest in the communications field</td>
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<td>8. Mary E. Theler Community Center &amp; Theler Wetlands&lt;br&gt;www.thelercenter.org</td>
<td>Belfair&lt;br&gt;Service: Provides gathering place and activities for community enrichment. Protects, maintains, and showcases wetland trails, so that people may enjoy the unique natural environment&lt;br&gt;Projects: Office work, trail maintenance, assistance for student visitors&lt;br&gt;Positions: Interns or Volunteers&lt;br&gt;Volunteer Training Program: Yes</td>
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<td>9. Mason General Hospital&lt;br&gt;www.masongeneral.com</td>
<td>Shelton&lt;br&gt;Services: Nursing; lab; diagnostic imaging; certified nursing assistant; junior volunteer program; job shadow program; volunteer program&lt;br&gt;Projects: Job shadowing, x-ray, labs and more&lt;br&gt;Volunteer Training Program: Yes</td>
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<td>10. Mason County Parks&lt;br&gt;<a href="http://www.co.mason.wa.us">http://www.co.mason.wa.us</a></td>
<td>Mason County&lt;br&gt;Services: Parks, trails and facility maintenance department. Mason County Parks Department is responsible for 21 parks and 16 buildings.&lt;br&gt;Positions: Internships or volunteers&lt;br&gt;Volunteer Training Program: Yes, depending on the complexity of the volunteer effort</td>
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Internship and Volunteer Service Fair
Thursday, November 5, 2015
from 11:00-2:00 p.m.

(Bremer Student Center—Bremerton Campus)
Join us for our 15th annual fair to learn how you can:
■ Make a difference in your community ■ Gain work experience
■ Enhance career development ■ Network ■ Earn college credit

Past Participating Agencies

- A Place Called Hope
- Admiral Theatre Foundation
- American Red Cross
- Arc of Kitsap and Jefferson Counties, The
- Boys and Girls Clubs of South Puget Sound
- Bremerton Foodline
- Bremerton School District
- Catholic Community Services
- CHI Franciscan Hospice
- Children of the Nations
- Crime Victim Assistance Center
- Department of Natural Resources
- Dispute Resolution Center
- Georgia’s House
- Girl Scouts of Western Washington
- Hospice of Kitsap County
- Housing Kitsap
- Kitsap County Juvenile Department
- Kitsap County Historical Society & Museum
- Kitsap County Volunteer Services
- Lutheran Community Services NW
- Meals on Wheels
- Navy Marine Corps Relief Society
- North Kitsap Fishline
- Old Dominion University
- Olympic College Career Center
- Olympic College MESA
- Pacific Northwest Salmon Center, The
- Puget Sound Blood Center
- Salish Sea Expeditions
- The Salvation Army
- Sidney Museum and Arts Association
- Suquamish Elementary and Rolling Reader
- United Way of Kitsap County
- Walk in the Light International
- YMCA of Pierce and Kitsap Counties

Information: 360-475-7480 or email CareerCenter@olympic.edu
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| 11. Mason County Senior Activities Association [MCSAC](http://www.mcsac.net) | Mason County | **Services**: Our mission is to enhance the quality of life of senior adults in our community through recreation, information, education and nutrition; including health and wellness programs.  
**Positions**: Volunteers  
**Volunteer Training Program**: No |
| 12. North Mason Chamber of Commerce and Visitor Information Center [North Mason Chamber of Commerce](www.northmasonchamber.com) | North Mason | **Services**: The mission of the North Mason Chamber of Commerce is to serve, advocate and advance the business interests of our valued members.  
**Projects**: Event planning and management, social media and marketing, member services, communications, welcoming & assisting visitors  
**Positions**: Volunteers & Interns  
**Volunteer Training Program**: No |
| 13. Northwest Resources Case Management Services, Opportunities & Sponsors (SOS) [Northwest Resources](www.nwrii.com) | Mason County | **Services**: To assist individuals suffering from mental illness, chemical dependency issues, homeless people living at or below federal poverty level, and individuals who are re-entering the Mason Community from jail other correctional facility.  
**Projects**: Mentoring  
**Volunteer Training Program**: Yes |
| 14. North Mason Resources [North Mason Resources](www.nmresources.org) | Mason County, West Kitsap | **Services**: North Mason Resource Coordinator, Homeless Advocate, official WorkSource office, VA/DAV service office, community food pantry, MTG meds, Family Partnership County Visiting Nurse, OC educational advisor, Northwest Children's Outreach, behavioral health resources.  
**Projects**: Grant writing, working with WorkSource, assist in food pantry, Children's Behavioral Health intern, administrative assistant, program coordinator  
**Positions**: Interns and Volunteers  
**Volunteer Training Program**: Yes |
| 15. North Mason School District [North Mason School District](www.nmsd.wednet.edu) | Mason County | **Services**: Community resources and education services, Building Bridges and Readiness to Learn  
**Projects**: Education mentors, clothing bank, community liaisons  
**Volunteer Training Program**: Yes |
| 16. Pacific Northwest Salmon Center [PNW Salmon Center](www.pnwsalmoncenter.org) | Belfair | **Services**: A grant based organization dedicated to salmon enhancement and salmon habitat protection and restoration. Also, noxious weed control  
**Projects**: Working with Salmon, Steelhead, and Knotweed projects  
Outdoor education and outreach  
**Positions**: Interns and volunteers  
**Volunteer Training Program**: Yes |
| 17. Shelton-Mason County Chamber of Commerce [Shelton Chamber of Commerce](www.sheltonchamber.org) | Shelton | **Services**: Encourage and maintain a vibrant business community, promote tourism and facilitate economic development. Also to connect our businesses with our community through advocacy, education and promotion  
**Projects**: Website, admin, newsletter, special events, tourism  
**Positions**: Volunteers and Interns  
**Volunteer Training Program**: Yes |
| 18. Shelton Health & Rehabilitation Center [Shelton Health & Rehabilitation Center](www.sheltonhealthandrehab.com) | Shelton | **Services**: Elder care: nursing, food service, environmental services  
**Projects**: Activities support, job shadowing  
**Positions**: Interns and Volunteers  
**Volunteer Training Program**: Yes |
| 19. Sound Learning [Sound Learning](www.soundlearning.com) | Mason & Thurston Counties | **Services**: Dynamic literacy organization offering quality reading, writing, math, GED prep, computer skills and ESL programs to adult learners and their families in Mason and Thurston Counties  
**Positions**: Tutoring/teaching adult learners, children's programs office support, special event planning, special projects  
**Volunteer Training Program**: Yes |
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| 20. Senior Services for South Sound  
www.southsoundseniors.org | Mason and Thurston Counties | **Services:** Non-profit organization founded in 1973 to help seniors in Mason and Thurston Counties remain vital and independent in the community.  
**Projects:** STARS Adult Day Program in Shelton; Senior Nutrition Program (meal prep and serving, Meals On Wheels delivery) in Shelton and Belfair  
**Positions:** Interns and Volunteers  
**Volunteer Training Program:** Yes |
| 21. Turning Pointe  
www.turningpointe.org | Shelton | **Services:** Provides safety and support services to domestic violence survivors and their families  
**Positions:** Child care provider, receptionist support, project development, volunteer coordinator, events committee, child/teen advocates, promotion advocates, speakers bureau, janitorial, or groundskeeper  
**Volunteer Training Program:** Yes |
| 22. United Way of Mason County  
http://unitedwaymasonco.org | Mason County | **Services:** Supports communities during crisis and helps rebuild over the long haul. Bring neighbors and resources together, to advance the common good in Mason County.  
**Positions:** Volunteers  
**Volunteer Training Program:** No |
| 23. Volunteer Center of Kitsap, Lewis and Mason Counties  
http://unitedwaykitsap.galaxydigital.com | Kitsap, Lewis and Mason County | **Services:** A collaboration of Leadership Kitsap and three local United Way agencies, the Volunteer Center provides an easily searchable clearing-house of volunteer opportunities.  
**Projects:** Increasing volunteerism among youth and mobilizing volunteers to improve education outcomes.  
**Positions:** Volunteers  
**Volunteer Training Program:** No |
| 24. Volunteer Services, Catholic Community Services  
www.ccsww.org  
(type in Volunteer Chore Services) | Lewis, Mason and Thurston Counties | **Services:** We match volunteers with clientele, who are seniors or disabled and who have a low income, to help with chores such as housework, transportation, yard work, shopping and more  
**Positions:** Volunteers  
**Volunteer Training Program:** No |
| 25. Washington Corrections Center  
www.doc.wa.gov/facilities/prison/wcc/ | Shelton | **Positions:** Community corrections officer assistant, facilitator, support staff assistant  
**Volunteer Training Program:** Yes |
| 26. Youth 'N Action, Mason and Thurston Counties | Shelton | **Services:** Youth in Action is a statewide youth advocacy program that brings youth voice to public policy and empowers at risk youth ages 14-24 to make differences in their lives, communities and systems that serve youth  
**Positions:** Interns and Volunteers  
**Volunteer Training Program:** Yes (Orientation) |
Plan to Attend

JOB FAIR

Wednesday
May 6, 2015
12—3:00 p.m.
Bremerton Campus
Bremer Student Center

OPEN TO THE PUBLIC ● FREE ADMISSION ● FREE PARKING

2014 Participating Employers:

- Advanced Health Care
- Albertsons
- AMSEC, LLC
- Applied Technical Systems
- Armstrong Marine, Inc.
- Avalara
- Bellevue Police Dept.
- Brandman University
- Bremerton School District
- Career Connection Inc.
- Comcast Cable Company
- Commercial Driving School
- Costco Wholesale
- Curvy Q.T. and Lucky Star Clothing
- Enterprise Services, Washington Dept. of Personnel
- Franciscan Health Systems
- Gravitec Systems Inc.
- Harrison Medical Center
- Haselwood Auto Group
- Kitsap Bank
- Kitsap County Juvenile Department
- Kitsap Mental Health Services
- Kitsap Sun
- Kitsap Transit
- Lowes
- Mason Transit Authority
- Northwoods Lodge
- Orchard Foods
- Office of Civilian Human Resources, Dept. of the Navy
- Olympic College: Air Washington, Human Resources & Workforce Development
- Parr Auto Group
- Port Ludlow Associates, LLC
- Port Madison Enterprises
- Tacoma Police Department
- Professional Registry of Nursing
- Puget Sound Electrical Apprenticeships
- Sounds Works Job Center
- TruLife
- United States Air Force
- United States Navy Recruiting, Seattle
- Verizon Wireless
- Washington State Patrol
- Wave Broadband
- Wells Fargo Bank
- West Sound Workforce, Inc.
- WorkSource, Dept. of Employment Security

Phone: 360-475-7480 or Email: careercenterstaff@olympic.edu

www.olympic.edu
Need Three-Credits?

Co-op 120: Transition to Work

A work-based learning course that prepares students for employment. Students will develop a job search plan based upon self-assessment, information gathering, goal setting and more!

(Register for Item #1325, 7170 or 8170 • Arranged)

Cooperative Education and Internship Program

Connecting Education to Work

Career Center, HSS Bldg., Room 201 www.olympic.edu/internship

Bremerton & Poulsbo
360-475-7480 1-800-259-6718, Ext. 7480

Shelton
360-432-5431

Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities.
Micheal J. Chan
111 Main Street
Bremerton, WA 98337
360-555-5555
mchan@wavecable.com

KEYWORD PROFILE
Sales, Investments, Communication Skills, 4 Years Customer Service Experience,
Microsoft Office, Data Base Knowledge, Supervision, Marketing, Preparing for NASD
Series 7 and 63, A.T.A. Accounting, Customer Service Certificate, Internet Applications

OBJECTIVE
To obtain an entry level position as a Business Management Assistant.

EDUCATION
Associate in Technical Arts, Accounting, December 2007
Olympic College, Bremerton WA, G.P.A: 3.9

Certificate, Customer Service Specialist, August 2005
Higher Education College, Cleveland, OH, G.P.A: 3.7

WORK EXPERIENCE
Intern-Consumer Products
Bank of America, Bainbridge Island, WA, January to May 2007
• Assisted with marketing and sales promotions
• Performed general office duties
• Answered and directed incoming calls on 18-line switchboard
• Learned all aspects of consumer products offered by Bank of America
• Entered and managed information in data base
• Used Microsoft Office products extensively for business purposes

Benefit Consultant
Key Family Qualified Plans, Tacoma, WA, June 2006 to Present
• Sold and serviced 401k plans, flexible spending accounts, and other payroll deductions plans
• Received annual customer service award
• Demonstrated comprehensive knowledge of benefits products
• Entered and managed information in data base

Lawn and Garden Divisional Sales Merchant
Home Depot, Silverdale, WA, January 2004 to June 2006
• Increased sales by 20 percent in 2004 and 2005
• Helped customers locate and choose products for lawn and garden needs
• Supervised 7 employees within the division
• Performed cash reconciliation duties averaging $40,000 daily
• Gained extensive product knowledge
1. WHAT IS IRS/TAX-AIDE?
   The IRS/Tax-Aide Internship is sponsored by the Olympic College Cooperative Education and Internship Program in conjunction with the AARP Foundation and the Internal Revenue Service (IRS) to provide free tax help to those who have uncomplicated returns.
   It began in 1970, and the number of returns filed by volunteers of the program has consistently grown over the years;
   Tax-Aide has served over 1.9 million customers using 32,000 volunteers and interns at 8,000 sites; IRS/Tax-Aide interns are usually college students, as well as members of professional organizations, AARP, religious, military, and community groups; Olympic college has been one of the largest Tax-Aide sites in Kitsap County for the past 14 years.

2. HOW DO I PARTICIPATE IN IRS/TAX-AIDE?
   Sign-up in the Career Center, HSS 201 or call the Cooperative Education and Internship Program at 360-475-7480 or 1-800-259-6718 ext. 7480 or email us: Cooped@olympic.edu (by December 5, 2014).

3. WHEN IS THE TRAINING HELD?
   December 11 and 12, 2014 (Thurs and Fri) from 9am to 4pm in TBD (two day lecture) and January 17 or 24, 2015 from 9am to 4pm in TBD (computer training; attend one of the two January dates).

4. DO I NEED TO ATTEND THE TRAINING IF I HAVE COMPLETED A PREVIOUS TRAINING SESSION OR TAXATION CLASS?
   Students completing a previous IRS/Tax-Aide training session or taxation class are ONLY required to attend the first morning lecture (half-day) and a one-day computer training session. ALL students must pass an exam at the end of the training (take-home open book).

5. WHEN DO I REGISTER FOR IRS/TAX-AIDE TO RECEIVE COLLEGE CREDIT?
   Student registration is completed prior to the training session. Item # 1300, Course #189A, two (2) credits or during the orientation held at the beginning of the first day lecture class (December 11).

6. DO I NEED ANY SPECIAL EQUIPMENT OR SUPPLIES?
   No special supplies or equipment is needed. However, you need to own a computer or have 12 hours computer availability for training and testing. A hand-held calculator may also be helpful.

7. WHEN DOES THE VOLUNTEER WORK BEGIN?
   February 3 to April 15, 2015 T/W/TH (approx. 12:30 to 4:30 pm). Location TBD
   Closed during spring break (March 23 – April 3, 2015). TBD by site coordinator.
OLYMPIC COLLEGE
Internal Revenue Service/Tax-Aide Income Tax Assistance Internship
Frequently Asked Questions

8. HOW DOES IRS/TAX-AIDE WORK?
IRS/Tax-Aide provides the training materials for the instructors and volunteer interns. Students must go through a three (3) day training session (lecture and computer). ALL students must pass an exam (take-home open book) at the end of the training.
Students have to document 60 hours of volunteer time (includes 30 hours of training completed during December and January) to earn two (2) college credits,
Students volunteer the remaining 30 hours as an IRS/Tax-Aide Intern on the Olympic College campus beginning February 3 through April 15, 2015.

9. WHAT ARE THE ADVANTAGES OF PARTICIPATING IN IRS/TAX-AIDE?
Students participate in learning real practical skills that make them more useful and marketable to the employers who would hire them. This internship provides students with a hands-on learning experience. It is a valuable learning opportunity to see and perform functions that professionals accomplish in the workplace.
Participation gives the student an opportunity to experience and act in the employer/client relationship. It encourages self-respect for successfully interacting in a professional capacity. Participation in the IRS/TAX-AIDE program is something that impresses employers by showing initiative, ability, and a well rounded educational background.
The students represent the college in a community activity and are therefore always well received. The students acquire excellent personnel and computer skills and training.

“The spirit of volunteerism combined with professionalism continues today with a successful program. (Tax-Aide) that not only benefits the community, but also produces graduates who are better prepared for the workplace.” by Anthony Basile

Career Center Events
Watch for our Employer Forums coming Winter and Spring Quarters 2015

Come hear from local employers about industry forecasts and trends, recruitment procedures, hiring and interviewing processes, career progression opportunities and much more!
www.olympic.edu/careercenter

For information email: CareerCenter@olympic.edu
Current Date

Ms. Judy Smith  
Human Resources Department  
Nomad Products, Inc.  
34123 Silverdale Way  
Silverdale, WA 98383

Ms. Smith:

I am responding to the Associate Manager Trainee employment announcement located in a recent edition of The Olympian Newspaper.

Presently, I am completing an Associate in Arts degree in Business Management at Olympic College. Through my studies, I have gained a broad knowledge of business, accounting, sales and personnel relations. I have also successfully worked in several part-time customer service positions.

The enclosed resume will tell you more about my qualifications. I would like an opportunity to meet with you to discuss how I can help meet your company’s needs. I can be reached after 5:00 p.m. at 360-123-4567, or you may leave a voice message and I will return the call promptly.

Thank you for your attention and consideration.

Sincerely,

Josephine Anderson
First-Year Job Advice

Initial impressions on a new job are important. Here are some guidelines:

1. **Get to work early.** You could come in ten minutes late and work one hour late, but you'll still leave a negative impression. Coming in early makes a much better impression; ask any supervisor.

2. **Come to work every day.** Do not miss any work, if possible, during the first year. Make dental, doctor, lawyer and wedding dress fitting appointments after work or during lunch hour. Be assured that should you ever need a reference or recommendation, the first two questions asked will be about promptness and attendance.

3. **Be courteous, friendly and helpful.** Smile and say hello to everyone every time you see them, whether you know them or not. Remember the names of those to whom you are introduced; jot down names until you remember them. Open doors; help finish reports; assist on projects; thank those who help you; and look for opportunities to offer sincere praise to the boss, the secretary, the custodian and everyone in between.

4. **Be friendly, but not friends.** Go to lunch with colleagues or boss (remember that you should never invite your boss out to lunch before he/she invites you), but don’t make it a regular habit, and be especially careful not to become identified with any cliques. Do not ever go drinking with them. Don’t reveal your weaknesses. Once they realize what your weaknesses are, your co-workers will begin to exploit them, whether consciously or unconsciously. This is not cynicism, but a most painful truth. It should go without saying, but never become romantically entangled with anyone at your office, especially your boss. This can be suicide for your career.

5. **Keep your personal life private.** You will be tempted to share personal information with friendly, warm and well-meaning colleagues. Unless you want your private life discussed by all your co-workers, don’t open up your personal life to them.

6. **Be loyal to the absent.** (Don’t gossip!) Never talk about anyone in his/her absence, and when you hear others gossiping or criticizing others behind their backs, defend the victim. This will offend no one, and you will gain a reputation as a person of integrity.

7. **Dress as well as or better than your co-workers.** Remember that you dressed up for the interview to create a favorable impression. Consider a professional wardrobe as an investment rather than an expense. Some people rebel against dressing for success. They feel that “substance” should count for more than “image.” In the perfect world, this may be true, but the workplace is far from a perfect world. If you want to advance in your career, you must invest the time, energy and money it takes to dress the part.

8. **Speak and laugh softly, seldom and when appropriate.** Never tell off-color, sexist or racist jokes; if exposed to them, politely excuse yourself. Compulsive and/or loud talking or laughing annoys others, wastes time and reveals insecurity. Pay attention to your own talking and laughing habits, and take appropriate action.

9. **Don’t move too fast.** For the first month or two, say very little, ask a lot of questions, but don’t offer suggestions or opinions unless asked. This is often the most difficult thing for a recent graduate to do, because in the academic environment you are taught to debate, offer suggestions and find a quick solution to problems. The very thing that you have spent years perfecting becomes the least valuable attribute to the new employee! Listen and watch for clues as to which behaviors are valued and which will get you into trouble.

10. **Ask for feedback.** As often as you feel it is appropriate, ask how you are doing. Ask your co-workers and your supervisor for constructive criticism, and then accept it and use it. Don’t get defensive, offer explanations, get angry or embarrassed. Being able to take criticism and suggestions for improvement is the mark of a mature person and will go far to cementing your place in the company.

11. **Be honest with yourself and others.** Telling lies, deliberately misrepresenting or hiding facts may be the quickest way to the unemployment office. That goes without saying. But there is another kind of lie that can get you into just as much trouble, and that is the lie you tell when you make a promise that you don’t keep. If you aren’t positive that you can deliver the goods as promised, don’t make the promise.

12. **Identify potential conflict early.** If you start feeling stressed, angry, confused or resentful; if you begin to drink heavily or rely on drugs; if you experience health problems, especially headaches, stomach problems or back problems, seek help from a therapist, a member of the clergy, or a trusted friend. Most companies have either insurance coverage or an employee assistance program, but even if they don’t, get help before you fall into a pattern. Many lives are turned around by simple techniques for communicating more effectively. On the other hand, chronic stress may be a signal that your job is not the right match for you.
Olympic College University Partnerships

Brandman University
Through Brandman University and Olympic College’s Early Advantage Program (EAP), students will have a seamless transition to complete their four-year degree. EAP students can attain their degree in Organizational Leadership, Business Administration, Criminal Justice, Early Childhood Development or one of the many other Brandman offerings. [www.brandman.edu/eap/olympic](http://www.brandman.edu/eap/olympic)

Old Dominion University
Old Dominion University (ODU) provides bachelor's degrees, master's degrees and PhD programs right here in your home town on the Olympic College campus. For more visit ODU on campus or call 360-475-7280 for more information. [http://dl.odu.edu/locations/olympic-college](http://dl.odu.edu/locations/olympic-college)

Washington State University
Washington State University (WSU) is now offering a Bachelor of Science in Mechanical Engineering at Olympic College (OC) - Bremerton.

The program is a partnership between WSU and OC to offer the last two years of a four year Mechanical Engineering degree in Bremerton. For more information on the WSUME.OCB program, visit [www.mme.wsu.edu/olympic](http://www.mme.wsu.edu/olympic)*.

Western Governors University
Get your degree at Olympic College and transfer to Western Governors University (WGU). WGU offers only online bachelor and master’s degrees in Business, Information Technology, Teaching, and Health Professions. To learn more visit [www.wgu.edu](http://www.wgu.edu).

Western Washington University
Western Washington University offers flexible degree programs on the Kitsap Peninsula in business, education, environment and human services, with classes offered during the day, evening and weekends.

Courses can be taken at the OC Bremerton campus or at the Western Washington University Center at OC Poulsbo. For more information about all our programs visit our website [http://www.wwu.edu/ee/landing/westernotp.shtml](http://www.wwu.edu/ee/landing/westernotp.shtml) or call (360)-475-7272. In Bremerton, stop by and see us in the Engineering Building (University Center across from the Bremer Student Center), or visit the Western office at OC Poulsbo.
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Adult Basic Education: 360-475-7550 - GED, Basic Skills and English to Speakers of Other Languages (ESOL) classes are offered throughout Kitsap and Mason counties.

WorkFirst: 360-475-7530 - Tuition assistance may be available for individuals interested in attending college who are receiving TANF benefits and have been referred for education and training by DSHS or another WorkFirst partner agency.

Worker Retraining: 360-475-7530 - Provides professional-technical career and academic planning, financial aid, and other services to qualified individuals who have received or been eligible for Washington State unemployment insurance benefits within the last 24 months. Funding is limited and eligibility criteria is required.