OLYMPIC COLLEGE

INTERNSHIP & VOLUNTEER SERVICE

2019-2020 Resource Book

19th annual 2019-20

Sponsored by: Cooperative Education and Internship Program
The contents of this publication were developed with funds from the Carl D. Perkins Act.
EARN COLLEGE CREDIT FOR WORKING!

♦ 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.

COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM

Connecting Education to Work

Career Center, Bldg. 4, Room 201
www.olympic.edu/internship

Telephone: (360) 475-7480
Email: 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.

2019-2020 Resource Book Updated 11/12/2019
Olympic College’s Cooperative Education and Internship Program welcomes you to the 19th 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 to 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, Emily Stecker, Sherry Willis, and Carolyn Wright

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.

http://app.purplebriefcase.com

Welcome! It’s our 19th Annual Internship and Volunteer Service Fair
Internship and Volunteer Service Awareness Month

Proclaiming November 2019 as Olympic College Internship and Volunteer Service Awareness Month

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

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

Whereas, interns and volunteers can learn valuable job skills and earn potential college credit while serving community businesses and organizations; and

Whereas, college students gain valuable hands-on experience in their fields of study in many sectors of the community by working with professionals, learning from special projects, and discovering the importance of public participation; and

Whereas, Olympic College recognizes the contributions of volunteers and interns throughout the region, including Olympic College students, staff, and faculty, and community members; and

Whereas, Olympic College celebrates the value of interns and volunteers by declaring November as Internship & Volunteer Service Awareness Month; and

Whereas, the Olympic College’s Cooperative Education and Internship program kicks off the month of November with their Internship & Volunteer Service Fair on Thursday, November 7, 2019 from 11:00 a.m. to 2:00 p.m.

Therefore, be it set that Olympic College hereby proclaims November 2019 as Internship & Volunteer Service Awareness Month.

Dr. Marty Cavalluzzi, Olympic College President
How to Find an Internship
Prepared by Career Center Staff

Many students don’t know where to begin when seeking an internship. In recent years, there has been a significant rise in the number of students applying for internships. Employers are looking for applicants with relevant experience. How better to get that experience than with hands-on education provided directly by employers? But it appears that students everywhere have had the same realization, making the field even more competitive.

When you begin searching for an internship, it is best to employ several strategies. Many opportunities are never even advertised and get filled through personal referrals. This is where networking becomes so important. Network with professors, advisors, coworkers, former employers, family, and friends. You might be surprised by the lengths some people will go to help a student they know. The Career Center can assist you with any leads in the community, so be sure to stop by!

You can also connect with employers via job fairs and by using the Olympic College online job board, RangerJobs. If there is a specific company you’re interested in, check their website directly, and you should include ideas from their mission statement in your cover letter.

So now that you’ve found some postings you want to apply for, the Career Center is a valuable resource when it comes to actually landing an internship. A Career Coach can assist with preparing your resume and cover letter, targeting them toward the kind of positions for which you are applying. While you may have coursework or experience in many different areas, your resume should showcase the skills you have in their industry. A Career Coach can help you identify those strengths and make them noticeable to the hiring managers who have full piles of resumes to review.

Next, once you’ve made it through the first pass and gotten an interview, you should schedule an appointment with the Career Center to practice. A Career Coach will conduct a mock interview with you and offer advice and guidance afterward. Don’t just wing it on something this important, especially if this is your first professional interview. It is essential that you come up with excellent answers and feel comfortable being put on the spot while wearing your interview attire.

A successful internship teaches the knowledge and skills necessary to getting hired for a permanent job, provides experience to enhance a resume, and helps develop professional networking contacts to assist you in future job searches. Even unpaid internships and volunteer experience can be included on your resume. So whether you’re getting paid, earning credit, or neither, be prepared to work, listen, and learn. The benefits of an internship go beyond the resume, and you’ll want to get everything you can out of the experience.

Are you ready to find an internship? Make an appointment with the Career Center to get started!
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. But 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 co-workers 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. **Give back to an organization**
3. **Meet people**
4. **Learn new skills; they want to help and learn at the same time**
5. **Meet the kinds of people who share the same interests**
6. **Gain insight into an organization**
7. **Look 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. **Look for something to keep busy**

*Reprinted from Kitsap Regional Library Volunteer Newsletter*

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**Opportunities**

**JOB • INTERNSHIP • VOLUNTEER**

Access listings with the Olympic College Career Center

http://app.purplebriefcase.com
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<tr>
<td>1. Admiral Theatre Foundation</td>
<td>Bremerton and the Greater Puget Sound</td>
<td>Services: Live entertainment, performing arts, fine and casual dining, and community events. This historic 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.</td>
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<tr>
<td>3. AmeriCorps</td>
<td>Kitsap County</td>
<td>Services: Provides advocacy, mentoring and support for youth and families, recruit community volunteers, and facilitate service projects. Projects: Family literacy events, volunteer recruitment. Volunteer Training Program: Yes.</td>
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<tr>
<td>5. Bainbridge Island Historical Museum</td>
<td>Bainbridge Island</td>
<td>Services: To collect, preserve, and foster knowledge of Bainbridge Island history. Projects: Docent, admin or event support, development and fundraising. Positions: Interns or volunteers. Volunteer Training Program: Yes.</td>
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<tr>
<td>6. Bainbridge Island Museum of Art</td>
<td>Bainbridge Island</td>
<td>Services: The Bainbridge Island Museum of Art is an educational institution whose mission is to engage a diverse population with the art and craft of our region and time. Projects: Docent, admin or event support, development and fundraising. Positions: Interns or volunteers. Volunteer Training Program: Yes.</td>
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<td>7. Big Brothers Big Sisters of Puget Sound</td>
<td>Puget Sound</td>
<td>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.</td>
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| 10. Boys & Girls Clubs of South Puget Sound & King County | Kitsap County, Bainbridge Island, Federal Way | Services: Youth development through 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: Homework help, tutoring, arts, sports, administrative support, club activities, computer technology, special events, advisory board, facility upkeep, marketing, sports. Positions: Interns and volunteers.
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<tr>
<td>11. Bremerton Chamber of Commerce</td>
<td>Kitsap County</td>
<td>Services: Marketing and promotion of Bremerton Armed Forces Festival Projects: Organizing and operating the nation's largest and longest running armed forces festival</td>
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<td>12. Bremerton Foodline</td>
<td>Bremerton</td>
<td>Services: Provide monthly food baskets, commodities, and daily lobby opening for perishables such as bread and vegetables. Projects: Holiday baskets, food drives Positions: Interns or volunteers Volunteer Training Program: Yes</td>
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<td>14. Bremerton Housing Authority</td>
<td>Bremerton and Kitsap County</td>
<td>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 baristas, volunteer adult mentors, and tutoring/homework assistance Volunteer Training Program: Yes, barista only</td>
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<td>17. Bremerton Substance Abuse Prevention Coalition</td>
<td>Bremerton</td>
<td>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</td>
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<td>18. Bremerton Symphony Association</td>
<td>Kitsap County</td>
<td>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</td>
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<td>20. Catholic Community Services</td>
<td>Bremerton, Kitsap County</td>
<td>Services: Provide transportation for errands and appointments, help with minor repairs and errands for low income/disabled seniors, Family Behavioral Health Projects: Work with clients, organize large projects with volunteers, office program training, community involvement, build ramps, and install grab bars Positions: Interns and volunteers Volunteer Training Program: Yes</td>
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<td>21. Central Kitsap Food Bank</td>
<td>Silverdale</td>
<td>Services: Provide food at no cost to those in need who reside in Central Kitsap Projects: Assist customers, stock shelves, customer service Positions: Volunteers</td>
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<td>Central Kitsap High School</td>
<td>Silverdale</td>
<td>Comprehensive high school, providing educational services to over 1,400 students</td>
<td><strong>Positions:</strong> Tutors, chaperones, booster clubs for sports and band, Shared Decision Team members, and committee members</td>
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<td>CK High School</td>
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<td><strong>Projects:</strong> Read, share stories, hold hands, play cards, sit quietly at the bedside in homes, nursing homes, and assisted care environments <strong>Positions:</strong> Volunteers <strong>Volunteer Training Program:</strong> Yes</td>
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<td>CHI Franciscan Hospice and Palliative Care</td>
<td>Kitsap County</td>
<td>Provides up to four hours of support to patients and families within the last six months of life; hospice and palliative care</td>
<td><strong>Projects:</strong> Read, share stories, hold hands, play cards, sit quietly at the bedside in homes, nursing homes, and assisted care environments <strong>Positions:</strong> Volunteers <strong>Volunteer Training Program:</strong> Yes</td>
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<td>Children of the Nations</td>
<td>Silverdale</td>
<td>Services: Partnering with nations to provide holistic, Christian care for orphaned/destitute children</td>
<td><strong>Projects:</strong> Research, data entry, marketing, resources, grounds-keeping <strong>Positions:</strong> Volunteers</td>
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<td>CHI Franciscan Hospice and Palliative Care</td>
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<td><strong>Projects:</strong> Read, share stories, hold hands, play cards, sit quietly at the bedside in homes, nursing homes, and assisted care environments <strong>Positions:</strong> Volunteers <strong>Volunteer Training Program:</strong> Yes</td>
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<td>City of Bremerton</td>
<td>Bremerton</td>
<td>Police, fire, parks, public works</td>
<td><strong>Projects:</strong> Police Department, water resources, wastewater treatment plant <strong>Positions:</strong> Volunteers <strong>Volunteer Training Program:</strong> Yes</td>
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<td>City of Bremerton (Police Department)</td>
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<td><strong>Projects:</strong> Police Department, water resources, wastewater treatment plant <strong>Positions:</strong> Volunteers <strong>Volunteer Training Program:</strong> Yes</td>
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<td>Clear Creek Trail</td>
<td>Central Kitsap</td>
<td>To preserve, protect, and restore the Clear Creek Ecosystem through education, outreach, preservation, and action.</td>
<td><strong>Projects:</strong> Stream sensitive trail development greenway preservation, stream restoration and salmon enhancement, and education and outreach <strong>Positions:</strong> Volunteers <strong>Volunteer Training Program:</strong> Yes</td>
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<td>Coffee Oasis (The)</td>
<td>Kitsap County</td>
<td>Services: A faith-based, non-profit organization that consists of two things: coffee shop businesses and programs for homeless, street-oriented youth</td>
<td><strong>Projects:</strong> Street and school outreach, drop-in centers, teen shelter, case management, mentoring, and job training <strong>Positions:</strong> Interns and volunteers <strong>Volunteer Training Program:</strong> Yes</td>
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<td>Comfort Keepers</td>
<td>Kitsap County</td>
<td>Services: In-home care of seniors, from homemaking to personal one-on-one care, bathing, dressing, feeding and transferring</td>
<td><strong>Projects:</strong> Marketing <strong>Positions:</strong> Volunteers <strong>Volunteer Training Program:</strong> Yes</td>
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<td>Communitas</td>
<td>Bremerton</td>
<td>Provide residential service and support for individuals with developmental disabilities in their home and community</td>
<td><strong>Projects:</strong> Direct support for individuals with developmental disabilities in a variety of capacities <strong>Positions:</strong> Office/clerical work, assisting chief operations officer and human resource manager <strong>Volunteer Training Program:</strong> Yes</td>
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<td>Communities in Schools of Peninsula</td>
<td>Gig Harbor, Key Peninsula</td>
<td>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</td>
<td><strong>Projects:</strong> Mentors <strong>Positions:</strong> Volunteers <strong>Volunteer Training Programs:</strong> Yes</td>
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<td>Crime Victims Assistance Center</td>
<td>Kitsap County</td>
<td>Services: Assisting members of the public affected by a crime by providing advocacy, legal support, resource connection, and therapy</td>
<td><strong>Projects:</strong> Social media, website, community presentations, and events <strong>Positions:</strong> Volunteers and interns <strong>Volunteer Training Program:</strong> Yes/Must pass background check</td>
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| 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. Great opportunity for people interested in mental health.  
**Volunteer Training Program**: Yes |
| CStock | Silverdale | **Services**: Community-based musical/dramatic performing arts group  
**Projects**: Acting, directing, all show support positions  
**Positions**: Volunteers |
| Dept. of Corrections, WA State (Mission Creek Correction Center for Women) | Kitsap and Mason Counties | **Services**: Adult female corrections, quality of life programs  
**Projects**: Parenting/life skills, mentors, tutoring, recreation, crafts  
**Positions**: Interns and volunteers  
**Volunteer Training Program**: Yes |
| 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 |
| Dept. of Natural Resources, WA State | Kitsap County and Statewide | **Services**: Provides outdoor recreation opportunities to the public. Provides trails and campgrounds in primitive, natural outdoor settings. Administers over 1000 miles of trails and manages 2.2 million forest acres  
**Positions**: Interns and volunteers  
**Volunteer Training Program**: Yes |
| Dept. of Parks and Recreation, WA State | Olympia, Various State Parks | **Services**: State parks and recreation to the general public  
**Projects**: Administration, facilitation, program design, special events. Please check website for current information  
**Positions**: Varies  
**Volunteer Training Program**: Yes |
| Dept. of Social and Health Services (DSHS), Department of Children, Youth & Families, WA State | Bremerton | **Services**: Assistance for citizens with food, child support, child care, disability determination, transition to employment, and other services  
**Projects**: Varied  
**Positions**: Interns and volunteers  
**Volunteer Training Program**: Yes |
| Dispute Resolution Center of Kitsap County | Kitsap and North Mason Counties | **Services**: Mediation, large group facilitation, and training sessions on various forms of conflict resolution and communication skills and restorative practices  
**Projects**: Case management, customer database management, training logistics, public relations and marketing, grant writing, office and yard projects. Volunteers will have the opportunity to learn mediation, facilitation, and communication skills.  
**Positions**: Volunteers  
**Volunteer Training Program**: Yes |
| Easterseals Washington | Kitsap County | **Services**: EasterSeals Washington is changing the way the world defines and views disabilities by making profound, positive differences in people's lives  
**Positions**: Interns and volunteers  
**Volunteer Training Program**: Yes |
| Faith in Action West Sound | Belfair | **Services**: “The Hub,” a center for seniors, providing volunteer, non-medical services to senior and disabled people in need.  
**Projects**: Services include rides to doctors and shopping, respite care to give caregivers a break, friendly calls, yardwork, housework, and more  
**Positions**: Volunteers and internships  
**Volunteer Training Program**: Yes |
| Fishline | Poulsbo, Suquamish, Keyport | **Services**: Emergency services and case management; Food bank healthy market; thrift store  
**Positions**: Advocacy, general non-profit, food operations, thrift store  
**Volunteer Training Program**: Yes |
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| **44. Foreign Language for Youth**                | Puget Sound Region            | **Services:** Foreign Language for Youth teaches Spanish, French, Japanese, Mandarin Chinese, and Arabic language classes to kids in over 60 public and private schools around Puget Sound.  
**Projects:** Deal directly with our students as a classroom aid, or helping us with packets for teachers or students  
**Positions:** Volunteers and internships  
**Volunteer Training Program:** Yes |
| **45. Georgia's House (The Weaver Foundation)**  | Kitsap County                 | **Services:** A temporary family-type shelter for homeless women and children; helping clients utilize the resources to become self sustaining without the worry of how to gain housing, food, and clothing  
**Project:** Staffing the shelter to ensure safety and comfort. Event planning, fundraising, and arranging family gatherings, self sustainment classes  
**Positions:** Interns or volunteers, fundraising  
**Volunteer Training Program:** Yes |
| **46. Girls on the Run Westsound**                | Kitsap, Mason, & Pierce County | **Services:** After school program for girls in 3rd through 5th grade. We teach life skills through dynamic, conversation-based lessons and running games. The program culminates with the girls being physically and emotionally prepared to complete a celebratory 5k running event.  
**Projects:** Mentors  
**Positions:** Volunteers  
**Volunteer Training Program:** Yes |
| **47. Girl Scouts of Western Washington**         | Kitsap County                 | **Services:** Programs and activities for girls in grades kindergarten—12th.  
**Projects:** Varies depending upon the time of year  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
| **48. Goodwill Job Training and Education Center**| Bremerton, Silverdale         | **Services:** 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.  
**Projects:** Office assistants, customer service, computer skills, tutoring, classroom assistance.  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
| **49. Greater Peninsula Conservancy**             | Kitsap, Mason, & Pierce Counties | **Services:** Non-profit land trust protecting local rural areas and wild lands.  
**Projects:** Stewardship duties, habitat restoration, community outreach and interaction, outdoor activity programs, office assistance, information technology  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
| **50. Habitat for Humanity Kitsap County**       | Kitsap County                 | **Services:** We work in partnership with low-income families to lift them from substandard housing to a safe, affordable home.  
**Projects:** Expand capacity to help more families. Builders Bargains is our retail store that accepts donations of construction materials.  
**Positions:** Grant writer, construction, resource funding, and volunteer management  
**Volunteer Training Program:** Yes |
| **51. Harrison Medical Center CHI Franciscan Health** | Kitsap County                 | **Services:** Health Care/Medical  
**Projects:** Students needing exposure to a hospital setting or a specific area are encouraged to volunteer  
**Positions:** Volunteer opportunities are available in Bremerton, Silverdale, North Kitsap, South Kitsap in-patient and non-patient areas  
**Volunteer Training Program:** Yes |
| **52. Helpline House**                            | Bainbridge Island             | **Services:** Food pantry, medical equipment, social services and counseling  
**Projects:** Desk volunteer, food bank, clothing bank  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
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| Holly Ridge Center                                       | Bremerton           | Services: Support people with disabilities  
Projects: Administration and clerical support, classroom and therapy preparation, special events, bulk mailing, gardening, building upkeep, and special projects  
Positions: Development, administrative, and employment service interns  
Volunteer Training Program: Yes |
| Hood Canal Salmon Enhancement Group                       | Belfair, Mason County, Hood Canal Watershed | Services: The Salmon Center strives to deepen the connection between land, people, and salmon through restoration, education, and research. To ensure that wild salmon are once again abundant in the Pacific Northwest.  
Projects: Salmon recovery, habitat restoration, promoting and teaching organic/sustainable agriculture, classroom and on-site outdoor education  
Volunteer Training Program: Yes |
| Housing Kitsap                                          | Silverdale          | Services: Low income families, children and youth, home counseling, self-help homebuilding and family self-sufficiency programs  
Projects: After school homework clubs, community service/leadership program, summer employment for teens  
Positions: Interns and volunteers |
| Housing Resources Board                                  | Bainbridge          | Services: Non-profit housing agency providing affordable housing opportunities to low-income people  
Projects: Outreach services, marketing, website design |
| Internal Revenue Service (IRS) and American Association of Retired People (AARP) Tax-Aide Program | Bremerton           | Services: Simple tax returns, electronically filed for low income with special attention to the elderly  
Projects: Tax-Aide sponsors a site at Olympic College where students will do simple taxes for the public on a computer program through a two credit internship/course. One credit is the training session and the other one credit requires 30 hours of volunteer service preparing taxes at the site  
Positions: Counselor  
Volunteer Training Program: Yes |
| Island Time Activities                                   | Bainbridge Island   | Services: We provide services to adults with intellectual/developmental disabilities. We focus on individual interests.  
Projects: Activities Mentor  
Positions: Volunteers and interns  
Volunteer Training Program: Yes |
| IslandWood                                               | Bainbridge Island   | Services: A 250-acre outdoor learning center with other off-site locations. IslandWood invites children and adults alike to discover a new way of seeing nature, themselves, and one another. In doing so, each person comes to understand their ability to change the world for the better.  
Positions: Volunteers and docents  
Volunteer Training Program: Yes |
| Just Serve                                               | Worldwide           | Services: Connect organizations with volunteers seeking opportunities  
Projects: Varied  
Positions: Volunteers |
| Juvenile Rehabilitation Administration                   | Bremerton           | Services: 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 transition back to the community with the aid of a caring adult  
Projects: Social work, social services, or criminal justice fields  
Positions: Volunteer mentor |
| Keta Legacy Foundation                                   | Kitsap, Seattle     | Services: Forest preservation, community grants, conservation education, land acquisition  
Projects: Map-based management plan for forest preserve  
Positions: Paid Interns |
| Kids Discovery Museum                                   | Bainbridge Island   | Services: The museum provides a destination for children and their caregivers to explore art, science, and culture through hands-on exhibits, daily art projects, cultural, and scientific programming  
Positions: Volunteers and interns  
Volunteer Training Program: Yes |
| Kitsap Applied Technologies                              | East Bremerton      | Services: Promoting employment for disabled veterans and adults with developmental disabilities  
Positions: Adult employment service interns, conduct assessments, promote employment skills training  
Volunteer Training Program: Yes |
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<th>ORGANIZATION</th>
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<tr>
<td><strong>65. Kitsap Community Food Coop</strong>&lt;br&gt;kitsapfood.coop</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> A grocery store that is owned by the people in the community rather than a corporation. Farmers and artisans grow and raise food right here. <strong>Positions:</strong> Team leaders and volunteers&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
</tr>
<tr>
<td><strong>66. Kitsap Community Resources</strong>&lt;br&gt;kcr.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> A non-profit organization, established to help end hunger, illiteracy, poverty, and homelessness for low-income individuals in Kitsap. <strong>Projects:</strong> Christmas Angel Program, housing, Head Start, employment training, AmeriCorps&lt;br&gt;<strong>Positions:</strong> Volunteers and interns&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<tr>
<td><strong>67. Kitsap Computing Seniors</strong>&lt;br&gt;kitsapcomputingseniors.org</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Computer learning and practice for area seniors&lt;br&gt;<strong>Projects:</strong> Varied&lt;br&gt;<strong>Positions:</strong> Volunteers&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
</tr>
<tr>
<td><strong>68. Kitsap County (Juvenile Dept.)</strong>&lt;br&gt;kitsapgov.com&lt;br&gt;(type “volunteer services” in search box)</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Detention facility for youth, Kitsap Alternative Transitional School; Kitsap adolescent recovery and probation/dependency services&lt;br&gt;<strong>Projects:</strong> Internships are available for detention, alternatives to detention, court services, and chemical dependency program. Volunteers needed, too.&lt;br&gt;<strong>Positions:</strong> 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.)&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
</tr>
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<td><strong>69. Kitsap County Historical Society and Museum</strong>&lt;br&gt;kitsapmuseum.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Museum, research library, school tours, and programs/lectures&lt;br&gt;<strong>Positions:</strong> Educational components, living history, curatorial, archival, general volunteer, historical photos, speaker programs&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
</tr>
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<td><strong>70. Kitsap County Public Works Storm Water Division</strong>&lt;br&gt;kitsapgov.com/pw/about-us/public-works</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Protects people, property, and natural resources by reducing flooding and storm water run-off, preserving groundwater quality, restoring fish habitat and preventing storm-water pollution. Public Education.&lt;br&gt;<strong>Projects:</strong> Salmon in Schools Project&lt;br&gt;<strong>Positions:</strong> Volunteers&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
</tr>
<tr>
<td><strong>71. Kitsap County Search and Rescue</strong>&lt;br&gt;kitsapresar.com</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> 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.&lt;br&gt;<strong>Projects:</strong> On-call searches for missing people.&lt;br&gt;<strong>Positions:</strong> Volunteers&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes (Conducted October through May)</td>
</tr>
<tr>
<td><strong>72. Kitsap County Sheriffs Office</strong>&lt;br&gt;kitsapgov.com/sheriff</td>
<td>Silverdale and Port Orchard</td>
<td><strong>Services:</strong> Through our vision and values, we are dedicated to providing quality public safety services in partnership with our diverse communities&lt;br&gt;<strong>Projects:</strong> Cadet Program and Citizens on Patrol&lt;br&gt;<strong>Positions:</strong> Volunteers&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<td><strong>73. Kitsap County Volunteer Services</strong>&lt;br&gt;kitsapgov.com&lt;br&gt;(type “volunteer services” in search box)</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Protect/promote health, safety, and welfare of citizens&lt;br&gt;<strong>Projects:</strong> Administrative, clerical, advocacy, case management, information and assistance, grant writing research, public relations, community planning, or parks stewardship.&lt;br&gt;<strong>Positions:</strong> Volunteers, CDP interns, probation interns, SHIBA helpline, parks &amp; recreation intern, clerical, and environmental internships&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
</tr>
<tr>
<td><strong>74. Kitsap Humane Society</strong>&lt;br&gt;kitsaphumane.org</td>
<td>Silverdale</td>
<td><strong>Services:</strong> Animal welfare: Receive, Rehabilitate, Rehome&lt;br&gt;<strong>Projects:</strong> Dog and cat care, dog walking, dog trainers, laundry assistance, clerical and data entry, customer service, event planning, grant writing, fundraising, and more&lt;br&gt;<strong>Positions:</strong> Interns and volunteers</td>
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<td><strong>75. Kitsap Immigrant Assistance Center</strong>&lt;br&gt;kitsapiac.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Social and legal services. Also, medical and dental services.&lt;br&gt;<strong>Projects:</strong> Bilingual interpreters, marketing, media, para-legal&lt;br&gt;<strong>Positions:</strong> Volunteers</td>
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<td><strong>Kitsap Legal Services</strong>&lt;br&gt;kitsaplegalservices.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Provide civil legal assistance to low income residents of Kitsap&lt;br&gt;<strong>Projects:</strong> Computers (IT), legal, administrative&lt;br&gt;<strong>Positions:</strong> Volunteers&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<tr>
<td><strong>Kitsap Mental Health Services</strong>&lt;br&gt;kitsapmentalhealth.org</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Community Mental Health&lt;br&gt;<strong>Projects:</strong> Direct clinical support for clients in a variety of clinical programs, administrative, staffing 24-hour crisis clinic hotline&lt;br&gt;<strong>Positions:</strong> Counseling, case management, direct client care&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
</tr>
<tr>
<td><strong>Kitsap Peninsula Opera</strong>&lt;br&gt;kitsapopera.com</td>
<td>Kitsap Peninsula</td>
<td><strong>Services:</strong> To give professional entertainment value to the west sound region and afford artists an opportunity to perform major operatic roles.&lt;br&gt;<strong>Projects:</strong> Makeup, wigs, costuming, scenic design, lighting design, sets and props, supernumeraries, chorus singers, photography, videography, marketing, event management, graphic design&lt;br&gt;<strong>Positions:</strong> Volunteers&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
</tr>
<tr>
<td><strong>Kitsap Recovery Center</strong>&lt;br&gt;kitsapgov.com/hs/Pages/KitsapRecoveryCenter.aspx</td>
<td>Port Orchard, Kitsap County</td>
<td><strong>Services:</strong> Inpatient and outpatient substance abuse treatment services.&lt;br&gt;<strong>Projects:</strong> Promote healthy lifestyles and communities&lt;br&gt;<strong>Positions:</strong> Interns&lt;br&gt;<strong>Intern Training Program:</strong> Yes</td>
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<tr>
<td><strong>Kitsap Regional Library</strong>&lt;br&gt;krl.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Free classes and events for all! Information, reference, research help, FAFSA assistance, technology, etc.&lt;br&gt;<strong>Positions:</strong> (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&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<tr>
<td><strong>Kitsap Rescue Mission</strong>&lt;br&gt;kitsaprescue.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> We exist to assist the homeless and needy on the Kitsap Peninsula, who desire change, to experience the love of Christ and restoration of body, mind, and spirit&lt;br&gt;<strong>Projects:</strong> New Beginnings transitional program, Safe Harbor Shelter, clothing, meals, Educational Services, other ministries.&lt;br&gt;<strong>Positions:</strong> Interns and volunteers&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<tr>
<td><strong>Kitsap Sexual Assault Center</strong>&lt;br&gt;ksacservices.com</td>
<td>Port Orchard</td>
<td><strong>Services:</strong> To alleviate as much as possible the trauma resulting from sexual abuse and other violent crimes by providing counseling, support, advocacy, education, and social change.&lt;br&gt;<strong>Projects:</strong> Clerical, technical, crisis line and direct client assistance. Principle responsibilities include providing general office support, client advocacy, advocate support, billing, data entry, file management, crisis line support, preparing for and attending special events in the community.&lt;br&gt;<strong>Positions:</strong> Volunteers&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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<tr>
<td><strong>Lindquist Dental Clinic for Children</strong>&lt;br&gt;lindquistsdental.org</td>
<td>Bremerton, Parkland, Tacoma, Gig Harbor</td>
<td><strong>Services:</strong> 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.&lt;br&gt;<strong>Positions:</strong> (Volunteer) Administrative, outreach, education&lt;br&gt;<strong>Volunteer Training Program:</strong> No</td>
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<td><strong>Lord's Neighborhood Diner</strong>&lt;br&gt;thelordsneighborhooddiner.blogspot.com</td>
<td>Bremerton/Manette</td>
<td><strong>Service:</strong> Meals for the homeless on Saturdays. Provide to the needy essentials for living: food, clothing, and hygiene items. Assistance in connecting to support services throughout Kitsap. Promote human dignity and mental health.&lt;br&gt;<strong>Positions:</strong> (Volunteer) Cooks, servers, and culinary coordinators&lt;br&gt;<strong>Volunteer Training Program:</strong> No</td>
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<tr>
<td><strong>Lutheran Community Services Northwest</strong>&lt;br&gt;lcsnw.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> In-home care of seniors, RSVP and Home Care&lt;br&gt;<strong>Projects:</strong> Home care and marketing, office volunteers&lt;br&gt;<strong>Positions:</strong> Case aide, office assistant, adult day assistant&lt;br&gt;<strong>Volunteer Training Program:</strong> Yes</td>
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| 86. Martha and Mary Health Center                 | 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 |
| 87. Meals on Wheels Kitsap                       | Kitsap County   | **Services:** 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.  
**Projects:** Delivering Meals on Wheels, serving meals at sites, and office work  
**Volunteer Training Program:** Yes |
| 88. MESA, Olympic College                         | Kitsap County   | **Service:** 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.  
**Positions:** Internships  
**Training Program:** Quarterly workshops prepare students for hands-on learning opportunities and highlight recent student intern experiences |
| 89. Montessori Bilingual Schoolhouse              | Bremerton and Silverdale | **Services:** Accredited private school  
**Projects:** Preschool, kindergarten, 1st-3rd grade, Spanish, music, art  
**Positions:** Music volunteer, toddler assistant, nanny share, life skills volunteer (sewing/cooking/CPR/etc.)  
**Volunteer Training Program:** Yes |
| 90. Multi-Care Home Health, Hospice and Palliative Care | Kitsap, Pierce, and King Counties | **Services:** We provide end-of-life care for the terminally ill and bereavement support for their families.  
**Positions:** Volunteers and interns  
**Volunteer Training Program:** Yes, 20 hours |
| 91. Naval Avenue Early Learning Center—Washington Reading Corps | Bremerton | **Services:** Early childhood education, reading improvement  
**Projects:** Use research-based methods/materials to work with reading students one-on-one and in small groups, math help, recess monitoring, events  
**Positions:** Volunteers  
**Volunteer Training Program:** Yes |
| 92. Naval Undersea Museum                         | Keyport         | **Services:** Official Navy museum for the interpretation of the Navy’s undersea activities. Most comprehensive collection of US Navy artifacts, documents, and reference material related to undersea subjects.  
**Positions:** Volunteers  
**Volunteer Training Program:** Yes |
| 93. Navy-Marine Corp Relief Society               | Kitsap County   | **Services:** Financial assistance and education for U.S. Navy and Marine Corp personnel, retirees, and their eligible family members  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
| 94. Navy Region NW Fleet & Family Readiness Program (MWR) | Bangor | **Services:** Provides services that enhance quality of life for Department of Defense personnel, retirees, and family members.  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
| 95. North Kitsap Substance Abuse Prevention Program | North Kitsap    | **Services:** Developing needed substance abuse prevention resources and providing a means for coordinating existing prevention programs and services for youth, families, schools, and communities  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
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.

The Career Center Can Help You With

- Resumes
- Cover Letters
- Portfolio Preparation
- Career Assessments
- Mock Interviews
- Your Job & Internship Search
- Workplace Survival Skills
- And Much More!

In addition, the Career Center hosts numerous student and employer career related events every term. Check our online calendar at www.olympic.edu/services/career-center

Internship and Volunteer Service Fair

Participating Agencies 2019

- Bainbridge Island Historical Museum
- Bremerton Police Department
- Catalyst Public Schools
- Children of the Nations
- Dude Solutions
- Fishline
- Girls on the Run WestSound
- Habitat for Humanity of Kitsap County
- Keta Legacy Foundation
- Kitsap Community Resources
- Kitsap County Commissioners' Office
- Kitsap Legal Services
- Kitsap Regional Library
- Kitsap Sexual Assault Center
- Montessori Bilingual Schoolhouse
- SEA Discovery Center (Western Washington University)
- Silverdale Chamber of Commerce
- Skookum Contract Services
- StandUp For Kids~Kitsap County
- The Hood Canal Salmon Enhancement Group
- United States Senator Maria Cantwell
- U.S. Navy Fleet & Family Services
- Washington State Parks and Recreation
- YMCA of Pierce and Kitsap Counties

Sponsored by: Olympic College Career Center & Cooperative Education & Internship Program
careercenter@olympic.edu • (360) 475-7480
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<td><strong>Kitsap County Sites for Internships and Volunteer Service</strong></td>
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| 96. Olympic Resource Management | Kitsap County | **Services**: Olympic Resource Management (ORM) specializes in timberland management and investments in the timber assets  
**Positions**: Internships  
**Projects**: Reception, front and back office, accountants  
**Volunteer Training Program**: No |
| 97. Pathways to Success | East Bremerton | **Services**: Provide youth (16-21) of our community with the skills to build their future through education, job training, and career development  
**Projects**: Case management assistance, facilitation, and special events  
**Positions**: Volunteers |
| 98. Peninsula Community Health Services | Kitsap County | **Services**: Quality, affordable primary medical, dental, and pharmacy services for children and adults.  
**Projects**: Medical and dental front office, medical records, administrative, community outreach, and fundraising support  
**Positions**: Medical assistants and front office (Internships), medical, administrative, and fundraising (Volunteers)  
**Volunteer Training Program**: Yes |
| 99. Pierce County Alliance | Tacoma | **Services**: Foster Care to College assists foster youth ages 16-21 to graduate high school and enter post-secondary schooling; through matching the foster youth with mentors to help with school/transition to college  
**Projects**: Mentors needed in Kitsap and Pierce Counties for Foster Care to College Program  
**Positions**: Mentors to assist foster youth in career development, academic performance, educational possibilities and college or vocational school planning  
**Volunteer Training Program**: Yes |
| 100. Port Gamble S'Klallam Tribe | Kingston | **Services**: To improve the quality of life for all tribal members  
**Projects**: Administration, management, preservation  
**Positions**: Volunteers |
| 101. Port Orchard Chamber of Commerce | Port Orchard, South Kitsap | **Services**: A collection of local businesses and civic-minded individuals cooperating to encourage the local economy and promote the well-being of the entire South Kitsap community  
**Projects**: Parking survey, website, events, and recreation information  
**Positions**: Interns and volunteers  
**Volunteer Training Program**: No |
| 102. Port Ludlow Fire and Rescue | Port Ludlow | **Services**: Port Ludlow Fire & Rescue serves 5,000 +/- residents in Jefferson County from 3 fire stations. We are a full service Fire Protection District that provides ALS/BLS Transport in an advanced EMS system. In addition to EMS response, we provide fire protection, marine response, wildland urban interface, technical rescue, fire investigation, and many other services.  
**Positions**: Interns and volunteers  
**Volunteer Training Program**: Yes |
| 103. Poulsbo Chamber of Commerce (Greater) | North Kitsap | **Services**: Lead economic development; support member businesses  
**Projects**: Promote tourism and growth through various office positions  
**Positions**: Volunteers at Poulsbo Visitor Center  
**Volunteer Training Program**: Yes |
| 104. Puget Sound Naval Shipyard (PSNS) and Intermediate Maintenance Facility (IMF) | Kitsap County | **Services**: Repair, maintain, and recycle Navy ships and submarines. Maintenance, modernization, and technical and logistics needed to fix ships.  
**Positions**: Co-op/Internship opportunities in engineering and science, administrative office support, business management. Student Career Experience Program (SCEP)  
**Positions**: Interns and apprenticeships |
| 105. Puget Sound Navy Museum | Bremerton | **Services**: Collects, preserves, and interprets the Naval heritage of the Pacific Northwest for the benefit of the U.S. Navy and general public.  
**Projects**: Museum programs, outreach programs, STEM Days, Front Desk  
**Positions**: Volunteers |
You may be eligible for assistance with tuition, books, supplies, work opportunities, and childcare expenses!

**Worker Retraining**

OC can help fund your next step if you:
- Qualified for Unemployment Benefits*
- Left Military Service*
- Have lost your primary income support
- Need to upgrade your job skills
* in the last 48 months

**WorkFirst**

To qualify you must:
- Currently receive Temporary Assistance for Needy Families (TANF) benefits and
- Have a referral from DSHS or another partner agency

**Basic Food and Employment Training (BFET)**

To qualify you must:
- Currently receive food stamps and
- Have a referral from DSHS or another partner agency

You may also be eligible for financial aid, scholarships, VA benefits, Opportunity Grant. Services include Adult Basic Education, advising, and career assistance. PSNS/IMF employees may qualify.

**Contact us today to get started**

Kitsap County  Call: 360-475-7555  Email: wfd@olympic.edu
Mason County  Call: 360-432-5423
Olympic.edu/programs-classes/workforce-development-and-basic-studies

**Professional-Technical Certificates and Degrees**


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| Salish Sea Expeditions | Bainbridge       | **Services:** Youth 5-12th grade through sea investigators multi-day, boat-based, hands-on science education programs  
**Positions:** Office assistant, public outreach, shipboard assistant, shore support, yard maintenance, special events, food bank assistant  
**Volunteer Training Program:** Yes |
| Salvation Army, The | Kitsap County and North Mason | **Services:** Meals, food bank, utility assistance, blankets, diapers, toiletries, school supplies, Christmas baskets, spiritual counseling, free haircuts  
**Projects:** Christmas food/toy distribution, serving meals, food bank, soup kitchen, and hygiene center.  
**Positions:** Volunteers for bell ringer, breakfast/lunch serving, food bank  
**Volunteer Training Program:** Yes |
| SEA Discovery Center (Western Washington University) | Kitsap County | **Services:** Our mission is to promote lifelong learning and appreciation for the local marine environment by providing science education with hands-on learning and conservation.  
**Projects:** Docents, Animal & Aquarium Care, Education Programs, Environmental Science Research  
**Positions:** Volunteers  
**Volunteer Training Program:** Yes |
| ShareNet Food Bank & Thrift Store | Kingston | **Services:** Providing food assistance to people in Kingston, Indianola, Suquamish, Eglon, and Little Boston  
**Positions:** Volunteers |
| 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 |
| Skookum Contract Services | Bremerton | **Services:** Skookum has over 1200 employees in 13 states across the country involved in Facility Maintenance, Hospital Housekeeping, Custodial, Grounds Maintenance, Sanitation Services, Recycling Services, Fleet Management, Warehousing Management, Food Services and Linen Services, all supported by the home office here in Bremerton.  
**Projects:** Our mission is to create opportunities for people with disabilities. 730 employees with disabilities, 419 US Veterans, 282 Veterans with disabilities.  
**Positions:** 2020 Summer Internships include – HR, Finance, IT, Quality/ Safety, Benefits, Vocational Departments |
| STARS: Senior Services South Sound | Shelton, Lacey, Olympia | **Services:** Progressive and comprehensive services for seniors since 1973. Our mission is to improve the quality of life for people as they age.  
**Projects:** Help with programs for seniors and their families that include Adult Day Program, Meals on Wheels, Senior Community Dining, Senior Transportation, Care Connection Caregiver Registry, Social Services, Health and Wellness programs, Adult Learning, and Independent Living programs.  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
| Statewide Health Insurance Benefits Advisors (SHIBA) | Kitsap County | **Services:** Provide free assistance for understanding Medicare Insurance.  
**Projects:** Office work and advising  
**Positions:** Volunteers  
**Volunteer Training Program:** Yes |
| Silverdale Chamber of Commerce | Silverdale | **Services:** Business to business, advocate for community education, military support, and visitor information center  
**Positions:** Kitsap Peninsula Water Trails Festival, Military Appreciation Day, Visitor Center, and Member Recruitment  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
| 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 |
| South Kitsap Helpline Food Bank | Port Orchard | **Services:** Food and critical services to children, adults, and seniors  
**Projects:** Seeking nursery (gardening) attendants, food bank and holiday meal volunteers  
**Volunteer Training Program:** Yes |
Michael J. Chan
Bremerton, WA | (360) 112-3344 | Chan@gmail.com

PROFILE

OBJECTIVE
To obtain an entry level position as an Assistant Business Manager with Macy's

EDUCATION
Associate in Technical Arts - Accounting, expected June 2019
Olympic College, Bremerton, WA, GPA 3.9

Certificate of Completion, Customer Service Specialist, June 2019
Olympic College, Bremerton, WA, GPA 3.7

WORK EXPERIENCE
Intern - Consumer Products
Bank of America, Bainbridge Island, WA, January 2019 to Present
• 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 2018 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 2016 to June 2018
• Increased sales by 20 percent in 2016 and 2017
• 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
RANGERJOBS

Need Employment?
Check out the Olympic College Career Center
Online Job Board

http://app.purplebriefcase.com

Want up-to-date employment and event information?
Follow us on Facebook!
www.facebook.com/OCCareerCenter
Women in Welding Workshop

Bremerton: December and March
Shelton: October and June
9:00am - 2:00pm

Try your hand at welding in this workshop and finish your own welded rose!

Free Workshop!

See if a career in the trades is the path for you! The workshop includes all welding materials, instruction, and lunch.

Call, e-mail, or visit the Career Center to register.

You must be at least age 18 to register.

Olympic College
The contents of this publication were developed with funds from the Carl D. Perkins Act.

(360) 475-7480 or careercenter@olympic.edu
## Kitsap County Sites for Internships and Volunteer Service

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<td><strong>St. Vincent De Paul Assistance Office and Food Bank</strong>&lt;br&gt;svdpusa.org</td>
<td>Bremerton</td>
<td><strong>Services</strong>: Food banks, assistance with other basic needs for low income families&lt;br&gt;<strong>Projects</strong>: Web page design and set-up, food bank baskets, customer service&lt;br&gt;<strong>Positions</strong>: Volunteers</td>
</tr>
<tr>
<td><strong>Suquamish Elementary School</strong>&lt;br&gt;nkschools.org</td>
<td>Suquamish</td>
<td><strong>Services</strong>: Education for area elementary school students&lt;br&gt;<strong>Projects</strong>: One-on-one tutoring, general academic help, in-classroom help&lt;br&gt;<strong>Positions</strong>: Volunteers&lt;br&gt;<strong>Volunteer Training Program</strong>: Yes</td>
</tr>
<tr>
<td><strong>Suquamish Museum</strong>&lt;br&gt;suquamishmuseum.org</td>
<td>Suquamish</td>
<td><strong>Services</strong>: To engage visitors to learn about the lives and culture of the Suquamish people and to honor the Suquamish culture and traditions through preservation and display of artifacts and presentation of life stories.&lt;br&gt;<strong>Positions</strong>: Interns and volunteers&lt;br&gt;<strong>Volunteer Training Program</strong>: Yes</td>
</tr>
<tr>
<td><strong>Suquamish Tribe Fisheries Department</strong>&lt;br&gt;suquamish.org</td>
<td>Suquamish</td>
<td><strong>Services</strong>: To preserve, protect, and enhance fisheries resources. Management of all marine fish stocks, especially salmon. Fisheries stock assessment activities around Kitsap Peninsula&lt;br&gt;<strong>Projects</strong>: Varied&lt;br&gt;<strong>Positions</strong>: Interns and volunteers</td>
</tr>
<tr>
<td><strong>United States Air Force Reserve</strong>&lt;br&gt;afreserve.com</td>
<td>Kitsap County</td>
<td><strong>Services</strong>: National security, vocational training, military readiness&lt;br&gt;<strong>Projects</strong>: Military readiness&lt;br&gt;<strong>Positions</strong>: Reservists, airmen. Commitment: 3 to 6 years.&lt;br&gt;<strong>Training Program</strong>: Yes</td>
</tr>
<tr>
<td><strong>U.S. Department of Navy, NAVSEA Undersea Warfare Center (Keyport)</strong></td>
<td>Keyport</td>
<td><strong>Services</strong>: National security&lt;br&gt;<strong>Projects</strong>: Undersea robotics, engineering, logistics, business&lt;br&gt;<strong>Positions</strong>: Internships&lt;br&gt;<strong>Training Program</strong>: Yes</td>
</tr>
<tr>
<td><strong>U.S. Senator Maria Cantwell</strong>&lt;br&gt;cantwell.sentate.gov</td>
<td>WA State, D.C.</td>
<td><strong>Services</strong>: Internship program in WA state and D.C.&lt;br&gt;<strong>Projects</strong>: Constituent services, press, scheduling, legislative&lt;br&gt;<strong>Positions</strong>: Interns</td>
</tr>
<tr>
<td><strong>United Way of Kitsap County</strong>&lt;br&gt;unitedwaykitsap.org</td>
<td>Kitsap County</td>
<td><strong>Services</strong>: Online volunteer center connects people with volunteer opportunities&lt;br&gt;<strong>Projects</strong>: Promote volunteerism, volunteer management, communication and public outreach, grant writing&lt;br&gt;<strong>Volunteer Training Program</strong>: Yes</td>
</tr>
<tr>
<td><strong>View Ridge Elementary School</strong>&lt;br&gt;bremertonschools.org</td>
<td>Bremerton</td>
<td><strong>Services</strong>: 1-to-1 tutoring to students who are struggling with reading proficiency in Kindergarten through 5th grade&lt;br&gt;<strong>Projects</strong>: Tutoring, reading groups, volunteer coordinator/intern&lt;br&gt;<strong>Positions</strong>: AmeriCorps &amp; Non-AmeriCorps Reading Tutors&lt;br&gt;<strong>Volunteer Training Program</strong>: Yes</td>
</tr>
<tr>
<td><strong>Volunteer Center of Kitsap County</strong>&lt;br&gt;volunteerkitsap.org</td>
<td>Kitsap County</td>
<td><strong>Services</strong>: VolunteerKitsap is a VIRTUAL volunteer center supporting organizations throughout Kitsap County. This web site is a tool to connect volunteers with the right agencies and to do work that matters by sharing their time and talents. Also we work with organizations to connect them with volunteers and to build capacity.&lt;br&gt;<strong>Projects</strong>: Search website by non-profit group or by community need.&lt;br&gt;<strong>Positions</strong>: Volunteers&lt;br&gt;<strong>Volunteer Training Program</strong>: Varies</td>
</tr>
<tr>
<td><strong>Volunteers of America</strong>&lt;br&gt;voaww.org</td>
<td>King and Snohomish Counties</td>
<td><strong>Services</strong>: Help for vulnerable families, adults with disabilities, and seniors&lt;br&gt;<strong>Projects</strong>: Case management, housing, and transitional services&lt;br&gt;<strong>Positions</strong>: Interns and volunteers&lt;br&gt;<strong>Volunteer Training Program</strong>: Yes</td>
</tr>
<tr>
<td><strong>WA State Department of Veteran’s Services: Retsil</strong>&lt;br&gt;dva.wa.gov/veteran-homes/veterans-homes</td>
<td>Port Orchard (Retsil)</td>
<td><strong>Services</strong>: Medical and supportive care to veterans and their spouses&lt;br&gt;<strong>Projects</strong>: Activities, social work, nursing, business services, maintenance, laundry services, computer assistance&lt;br&gt;<strong>Positions</strong>: Volunteers&lt;br&gt;<strong>Volunteer Training Program</strong>: Yes</td>
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<td>Organization</td>
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<tr>
<td><strong>Washington State Parks</strong>&lt;br&gt;parks.wa.gov</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Community engagement, recreational opportunities, interpretive programs, outdoor education.  <strong>Projects:</strong> Program development and construction/maintenance  <strong>Positions:</strong> Seasonal park aide (paid, full-time) and volunteers  <strong>Volunteer Training Program:</strong> Yes</td>
</tr>
<tr>
<td><strong>Washington Youth Academy</strong>&lt;br&gt;wyafoundation.org</td>
<td>Bremerton</td>
<td><strong>Services:</strong> To provide at-risk youth a quality education, positive values, and life and job skills training in a quasi-military type environment to give hope and opportunity for a new future  <strong>Projects:</strong> Working with students in classroom with education professionals or one-on-one  <strong>Positions:</strong> Tutoring math, science, language arts  <strong>Volunteer Training Program:</strong> No</td>
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<tr>
<td><strong>West Hills Elementary School</strong>&lt;br&gt;(Washington Reading Corps)&lt;br&gt;bremertonschools.org/Domain/16</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Elementary reading education for Bremerton children  <strong>Projects:</strong> Pair volunteer tutors with students, who are struggling to read, for one-on-one tutoring sessions. Volunteers provide support in reading skills, act as tutors, mentors, and role models  <strong>Positions:</strong> Volunteer tutor in reading and other subjects  <strong>Volunteer Training Program:</strong> No</td>
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<tr>
<td><strong>West Sound Technology Association (WSTA)</strong>&lt;br&gt;westsoundtechnology.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Educational organization dedicated to increasing public awareness of issues affecting technology professionals and industry  <strong>Projects:</strong> Various, especially email campaigns and web site maintenance. Promotional and other materials via web, phone, mail or email.</td>
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<tr>
<td><strong>West Sound Treatment Center</strong>&lt;br&gt;wstcs.org</td>
<td>Kitsap County</td>
<td><strong>Services:</strong> Provide people with a recovery-oriented network of care that includes chemical dependency treatment, supportive housing, personal case management, life skills development, educational navigation, job search training, individual mental health counseling, and critically needed coordinated re-entry services for those exiting the Kitsap County Jail.  <strong>Projects:</strong> Programs support learning healthy habits, developing resiliency, and achieving self-sufficiency  <strong>Positions:</strong> Volunteers and interns  <strong>Volunteer Training Program:</strong> Yes</td>
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<tr>
<td><strong>YES! Magazine</strong>&lt;br&gt;yesmagazine.org</td>
<td>Bainbridge Island</td>
<td><strong>Services:</strong> YES! Magazine is a quarterly publication focused on building a just, sustainable, and compassionate world  <strong>Projects:</strong> On-line and print editorial interns, education, and media outreach  <strong>Positions:</strong> Interns only</td>
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<tr>
<td><strong>Youth for Christ, West Puget Sound</strong>&lt;br&gt;westsoundyfc.org</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Community transformation through holistic and relational outreach to kids and families of all backgrounds and beliefs  <strong>Projects:</strong> Teach daily living, social relationships, career planning, housing and money management, and self-care  <strong>Positions:</strong> Internship, volunteer, and counseling positions  <strong>Training Program:</strong> Yes</td>
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<tr>
<td><strong>YMCA of Pierce and Kitsap Counties</strong>&lt;br&gt;ymcapkc.org</td>
<td>Kitsap &amp; Pierce Counties</td>
<td><strong>Services:</strong> Serving Kitsap County with total health/well being programs. Recreation/fitness programs for all ages/abilities  <strong>Projects:</strong> Late Night Teen program, Selective Swim for disabled youth, Splash and Jam, Youth Activity Center and adult programs, swim instruction  <strong>Positions:</strong> Volunteers  <strong>Volunteer Training Program:</strong> Yes</td>
</tr>
<tr>
<td><strong>YWCA of Kitsap County</strong>&lt;br&gt;ywcakitsap.org</td>
<td>Bremerton</td>
<td><strong>Services:</strong> Domestic violence hotline, emergency shelter, housing support group, outreach, and education  <strong>Projects:</strong> Educational outreach, family services and advocacy, support group facilitation, case management, legal advocacy (attend court hearings)  <strong>Positions:</strong> Client, legal, and family advocates, bilingual interpreters, administrative assistance.  <strong>Positions:</strong> Interns and volunteers  <strong>Volunteer Training Program:</strong> Yes</td>
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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 the 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 feel 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.
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<tr>
<th>ORGANIZATION</th>
<th>AREA</th>
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</table>
| 1. Adopt-A-Pet adoptapet-wa.org                 | Mason County                | **Services:** A no-kill shelter devoted to saving the lives of homeless dogs and placing them in homes.  
**Positions:** Volunteers  
**Volunteer Training Program:** Yes |
| 2. Boys and Girls Clubs of South Puget Sound bgcspsp.org | Belfair, Bremerton          | **Services:** Arts, technology, education and career development, health and life skills, character and leadership development, sports, fitness and recreation, and more  
**Projects:** Childcare staff, administrative support, club activities, computer technology, special events, advisory board, facility upkeep, marketing  
**Positions:** Volunteers |
| 3. Catholic Community Services ccswww.org       | Mason County                | **Services:** Consultations, respite care, vocational services, wellness programs, athletic services, home health care, support, education services, advocacy, tax-deductible donations  
**Positions:** Volunteers |
| 4. Community Lifeline communitylifeline.org      | Mason, Lewis, Kitsap and Thurston, Counties | **Services:** Community meals, shelter for adults (Nov-April), showers and hygiene items, case management services, and appointment opportunities with WorkSource and DSHS for potential employment.  
**Projects:** Assist with outreach, administrative tasks, construction, shelter attendance, culinary, healthy practices in the kitchen, feeding the hungry on a gleaning program  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
| 5. Crisis Clinic of Thurston and Mason Counties crisis-clinic.org | Thurston, Mason Counties    | **Services:** We strive to empower people, especially those in crisis, through telephone intervention, information and referral every day of the year.  
We train volunteers and educate community groups in crisis intervention skills  
**Projects:** Conducting crisis intervention by handling incoming calls, events, fundraising, and administrative work  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
| 6. Faith in Action West Sound thehubbelfair.org  | Mason County, South Kitsap | **Services:** Provide support services for seniors and individuals with disabilities living in North Mason County and South Kitsap  
**Projects:** Medical transportation, assistance with shopping, light cooking and chores, gardening, in-home assessments, home visits, office work, volunteer recruitment, store volunteers  
**Positions:** Volunteer  
**Volunteer Training Program:** Yes |
| 7. Friends of the Shelton Library friendsofsheltonlibrary.wordpress.com | Shelton                     | **Services:** Support the Shelton Library  
**Projects:** Sort, mark, and shelve books in the sale area, fundraising ideas, and assistance with website.  
**Positions:** Volunteers  
**Volunteer Training Program:** Yes |
| 8. Grapeview School District gsd54.org           | Grapeview                   | **Services:** The award-winning Grapeview School District serves about 220 students in grades K-8  
**Projects:** Tutoring school children, assisting with productions, field trips  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** No |
| 9. Habitat for Humanity Mason County habitatmasonwa.org | Shelton                    | **Services:** Helping to provide decent, affordable housing to people in need  
**Projects:** Volunteers to do various tasks involved with building houses for low-income families  
**Positions:** Interns and volunteers |
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<th><strong>Organization</strong></th>
<th><strong>Area</strong></th>
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| Harmony Hill Retreat Center  
www.harmonyhill.org | Union | **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  
**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  
**Positions:** Internships and volunteer positions, occasional jobs  
**Volunteer Training Program:** Yes |
| Hood Canal Salmon Enhancement Group, The  
pnwsalmoncenter.org | Belfair | **Services:** The Salmon Center strives to deepen the connection between land, people, and salmon through restoration, education, and research. To ensure that wild salmon are once again abundant in the Pacific Northwest.  
**Projects:** Restoration, research, education  
**Volunteer Training Program:** Yes |
| KMAS 1030 Radio  
ifiberonenewsradio.com/ | Shelton | **Services:** Shelton area radio station offering information about news, sports, weather, and entertainment  
**Projects:** Interns with interest in the communications field |
| Love, INC.  
loveincofmasoncounty.org | Mason County | **Service:** Mission is to mobilize churches to transform lives with a hand up not a hand out.  
**Projects:** Fundraising, office work  
**Positions:** Volunteers  
**Volunteer Training Program:** Yes |
| Mason General Hospital  
amagogeneral.com | Shelton | **Services:** Nursing, lab, diagnostic imaging, certified nursing assistant, junior volunteer program, job shadow program, volunteer program  
**Projects:** Job shadowing, x-ray, labs, and more  
**Volunteer Training Program:** Yes |
| Mason County Parks  
co.mason.wa.us/parks/index.php | Mason County | **Services:** Parks, trails, and facility maintenance department. Mason County Parks Department is responsible for 21 parks and 16 buildings.  
**Positions:** Internships or volunteers  
**Volunteer Training Program:** Yes, depending on the complexity of the volunteer effort |
| Mason County Friends of the Park  
co.mason.wa.us/parks/friends-program.php | Mason County | **Services:** Provide a diverse system of safe, attractive, and professionally-maintained parks, trails, and recreation opportunities to enhance the quality of life for all who reside in and visit Mason County.  
**Projects:** Provide outstanding park and recreation opportunities  
**Positions:** Volunteers  
**Volunteer Training Program:** Yes |
| Mason County Historical Society  
masoncountyhistoricalsociety.org | Mason County | **Services:** Extensive collection of historic documents, photos, and artifacts from Mason County's timber, shellfish, farming, and pioneer days  
**Projects:** Help with data entry, archives, displays, special events  
**Positions:** Interns and volunteers  
**Volunteer Training Program:** Yes |
| Mason County Senior Activities Association  
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 |
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<th>Services</th>
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<th>Positions</th>
<th>Volunteer Training Program</th>
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<tr>
<td>Mason Transit Authority</td>
<td>Mason County and Beyond</td>
<td>Services: A nationally recognized small rural public transit system with diverse services that provide our communities with world-class transit.</td>
<td>Projects: Volunteers will drive their private vehicle to take elderly patrons to doctor appointments. Five years driving experience and liability insurance required.</td>
<td>Positions: Volunteers</td>
<td>Volunteer Training Program: Yes</td>
</tr>
<tr>
<td>North Mason Chamber of Commerce and Visitor Information Center</td>
<td>North Mason</td>
<td>Services: The mission of the North Mason Chamber of Commerce is to serve, advocate, and advance the business interests of our valued members.</td>
<td>Projects: Event planning and management, social media and marketing, member services, communications, welcoming and assisting visitors</td>
<td>Positions: Volunteers and interns</td>
<td>Volunteer Training Program: No</td>
</tr>
<tr>
<td>Northwest Resources Case Management Services Services, Opportunities &amp; Sponsors (SOS)</td>
<td>Mason County</td>
<td>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 or other correctional facility.</td>
<td>Projects: Mentoring</td>
<td>Volunteer Training Program: Yes</td>
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</tr>
<tr>
<td>North Mason Resources</td>
<td>Mason County, West Kitsap</td>
<td>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.</td>
<td>Projects: Grant writing, working with WorkSource, assist in food pantry, Children's Behavioral Health intern, administrative assistant, program coordinator</td>
<td>Positions: Interns and Volunteers</td>
<td>Volunteer Training Program: Yes</td>
</tr>
<tr>
<td>North Mason School District</td>
<td>Mason County</td>
<td>Services: Community resources and education services, Building Bridges and Readiness to Learn</td>
<td>Projects: Education mentors, clothing bank, community liaisons</td>
<td>Volunteer Training Program: Yes</td>
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<tr>
<td>Saint’s Pantry Food Bank</td>
<td>Shelton</td>
<td>Services: In 2010 this food bank served 13,471 families (comprised of 55,075 individuals), receiving 557,371 pounds of food.</td>
<td>Projects: Cleaning, stacking groceries, serving clients, and more</td>
<td>Positions: Interns and volunteers</td>
<td>Volunteer Training Program: Yes</td>
</tr>
<tr>
<td>Shelton-Mason County Chamber of Commerce</td>
<td>Shelton</td>
<td>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.</td>
<td>Projects: Website, admin, newsletter, special events, tourism</td>
<td>Positions: Volunteers and interns</td>
<td>Volunteer Training Program: Yes</td>
</tr>
<tr>
<td>Shelton Health &amp; Rehabilitation Center</td>
<td>Shelton</td>
<td>Services: Elder care - nursing, food service, environmental services</td>
<td>Projects: Activities support, job shadowing</td>
<td>Positions: Interns and volunteers</td>
<td>Volunteer Training Program: Yes</td>
</tr>
<tr>
<td>Senior Services for South Sound</td>
<td>Mason and Thurston Counties</td>
<td>Services: Non-profit organization founded in 1973 to help seniors in Mason and Thurston Counties remain vital and independent in the community.</td>
<td>Projects: STARS Adult Day Program in Shelton; Senior Nutrition Program (meal prep and serving, Meals On Wheels delivery) in Shelton and Belfair</td>
<td>Positions: Interns and volunteers</td>
<td>Volunteer Training Program: Yes</td>
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<td><strong>Organization</strong></td>
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<td><strong>29. Sound Learning</strong> soundlearning.com</td>
<td>Mason &amp; Thurston Counties</td>
<td>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. Projects: Tutoring/teaching adult learners, children's programs office support, special event planning, special projects. Volunteer Training Program: Yes</td>
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<td><strong>30. SOCK (Save Our County's Kids)</strong> del.wa.gov/resources/incarceration</td>
<td>Mason County</td>
<td>Services: SOCK was formed with an aim to prevent youth violence, re-direct juvenile energy and provide alternatives to gang membership and involvement. Projects: Provide evening recreational activities, after-school educational programs, free nutritious meals, transportation, mentoring, emergency help, and employment opportunities. Positions: Volunteers. Volunteer Training Program: Yes</td>
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<td><strong>31. Sunrise Equine Rescue</strong> sunriseequinerescue.org</td>
<td>Grapeview, Mason County</td>
<td>Services: Advocates for abused and neglected equines. To remove them from unhealthy and dangerous situations then rehabilitate and retrain them so that they can be placed in loving forever homes. We focus on the education of the community and those who would love to own or care for an equine. Projects: Office, special events, Community Garden Day, care of horses. Positions: Volunteers. Volunteer Training Program: Yes</td>
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<tr>
<td><strong>32. Treasures Thrift Store and Book Store</strong> masongeneral.com/foundation/treasures-thrift-store</td>
<td>Mason County</td>
<td>Services: To raise funds to help purchase medical equipment for Mason General Hospital &amp; Family Clinics. Over the past years, Treasures Thrift has given over $500,000 to Mason General Hospital. Projects: Stocking, cleaning, truck unloading, merchandising, more. Positions: Volunteers. Volunteer Training Program: Yes</td>
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<tr>
<td><strong>33. Turning Pointe Domestic Violence Service</strong> turningpointe.org</td>
<td>Shelton</td>
<td>Services: Provides safety and support services to domestic violence survivors and their families. Positions: Childcare provider, receptionist support, project development, volunteer coordinator, events committee, child/teen advocates, promotion advocates, speakers bureau, janitorial, or groundskeeper. Volunteer Training Program: Yes</td>
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<tr>
<td><strong>34. United Way of Mason County</strong> uwmason.org</td>
<td>Mason County</td>
<td>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</td>
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<tr>
<td><strong>35. Volunteer Services, Catholic Community Services</strong> ccsww.org/volunteer/</td>
<td>Lewis, Mason and Thurston Counties</td>
<td>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</td>
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<td><strong>37. Youth 'N Action, Mason and Thurston Counties</strong> depts.washington.edu/pbhjy/Youth_N_Action/index.php</td>
<td>Shelton</td>
<td>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)</td>
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BRANDMAN UNIVERSITY (BU)
Brandman, which is part of the Chapman University System, is a great choice for active military and veterans who are transitioning to civilian life. Through BU's and OC's Early Advantage Program, students have a seamless transition to complete their four-year degree. The Naval Base Kitsap Bangor campus ensures military personnel and their families will have direct access to advisors and support. Brandman offers Bachelor’s, Master’s and Doctoral degrees, and certificates and courses in many areas of interest.
https://www.brandman.edu/ | 1-800-746-0092 | OC Bremerton, Building 11, Room 110

OLD DOMINION UNIVERSITY (ODU)
ODU and OC have formed a partnership to help students complete their education goals. ODU's Guaranteed Admission Agreement provides a way for OC students to complete an OC associate degree, and then transfer to ODU and take upper division courses online to work towards a Bachelor’s degree. ODU offers Bachelor's, Master's, and Doctoral degrees, along with Education Specialist Certificates and Endorsements.
Local Contact: Robert Hoffman | 360-475-7280 | rhoffman@olympic.edu
OC Bremerton, Building 11, Room 116 | https://online.odu.edu/partners/olympic-college

WASHINGTON STATE UNIVERSITY (WSU)
Through our partnership with WSU, OC students can complete their engineering associate degree and then enroll in the last two years of WSU's four-year Bachelor of Science in Mechanical Engineering or Electrical Engineering degree at the WSU Bremerton campus.
Local Contact: engineering.brem@wsu.edu | 360-475-2822
https://www.olympic.edu/about-olympic-college/partners-higher-education

WESTERN WASHINGTON UNIVERSITY (WWU)
Olympic College students have access to nationally recognized programs through our partnership with WWU on the Peninsulas at our Bremerton and Poulsbo campuses.
Contact a Western adviser today at www.edu/Peninsulas or 360-394-2748
https://ee.wwu.edu/western-peninsulas/degree-certificate-programs
WWU also offers Youth Programs at SEA Discovery Center and short, university-level courses in a variety of areas through their adult education programs.
More Info: www.edu.SEA | 360-598-4460 or www.edu/allpeninsulas | 360-394-2748

Plan your pathway!
For additional information about transferring from Olympic College to a four-year college or university, visit: olympic.edu/programs-classes/transfer-oc-
Contact the Olympic College Advising and Counseling Center today to start planning your pathway to a bachelor's degree and beyond!

ADVISING AND COUNSELING CENTER
olympic.edu/current-students/advising
360-475-7530
AdvisingCenter@olympic.edu
Connecting Talent to Jobs!

Career Center

Career Path Exploration!
- Career Assessment Surveys
- Career Resources and Job Search Preparation Tools
- One-on-one Career Coach Appointments

Research Your Options!
- Career Field Data
- Occupational Outlook
- Education and Skill Requirements

Make Connections!
- FREE Job and Internship & Volunteer Service Fairs
- Network with Professionals at Employer Panels
- Meet with Career Coach for Resume and Interview Preparation

Get Experience!
- Search for Student Employment through online job board: RANGERJOBS
- Earn Credit for Internships or Volunteer Service
- Access Community Job Resources

Additional resources can be found at: http://www.olympic.edu/services/career-center
Basic Studies

Upgrade your reading, writing and math skills

- Adult Basic Education (ABE)
- English for Speakers of Other Languages (ESOL)
- High school diploma for 18 & older
- GED® preparation classes

Most students qualify for free tuition!

Contact
Bremerton (360) 475-7550
Shelton (360) 432-5435
basicstudies@olympic.edu

Olympic College is an equal opportunity institution. Information about our non-discrimination policies is available at olympic.edu/hondiscrimination-title-ix, 360-792-6050, 1600 Chester Ave., Bremerton, WA 98337-1699.