

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: National Service
Series/Staff Member: Jim Kreidler
Subseries:

OA/ID Number: 1284
FolderID:

Folder Title:
[Proposal - Volunteer Center of Los Angeles Local Government Community Service] [loose]

Stack:	Row:	Section:	Shelf:	Position:
S	66	2	5	1

Jim -

Someone put these on my
desk. I do not want
them.

Robert



Local Government Community Service Opportunities

The City of Los Angeles has a unique program that places volunteers and student interns in city departments, agencies and commissions ranging from the Los Angeles Zoo to the City Attorney's Office. Volunteers and Student Interns assist with anything from clerical or paralegal work to drafting complex reports and summaries.

Our volunteer program works well with college students and recent graduates. A great deal of the students have received specialized training in their chosen field and are lacking in only practical hands on experience. Engineering students and Urban planners are just two excellent examples of marketable candidates for internships with the City of Los Angeles. Please see the attached table for several more examples of how college students are utilized by Los Angeles City departments.

Student interns save the City money while helping to improve the quality of service to the citizens of Los Angeles. In 1991, volunteers saved the City over \$10 million by donating 775,000 hours of their time. The Volunteer Program is a win-win situation. Student Interns are provided with an excellent work experience, while the City benefits from much needed assistance in tough economic times.

Our Student Interns do not replace staff. Rather, they are there to augment them. They often free staff to work on projects that might otherwise remain neglected. They are often put to work on pet projects that the paid staff has not had time to work on in the past.



College Student Utilization Table

City Department	<u>Type of Student</u>
Dept. of Aging	Gerontology, Social Welfare
Dept. of Building and Safety	Urban Planning, Engineering
City Council Offices	Political Science, Law, Urban Planning
Community Development Dept.	Political Science, Economics, Sociology and Public Administration
Community Redevelopment Agency	Political Science, Economics, Sociology and Public Administration
Mayor's Office	Political Science, Economics, Sociology and Public Administration
Environmental Affairs	Environmental Engineering, Biology
Los Angeles Police Dept.	Criminology, Prelaw
Planning Department	Urban Planning
Public Works	Engineering, Public Administration
Social Service	Social Welfare, Public Administration
Transportation Dept.	Civil Engineering, Public Administration
Recreation and Parks	Recreational Therapy, Music, Theater Arts, Fine Arts and Dance
Zoo	Veterinary Medicine, Public Administration



VOLUNTEER
CENTER
OF
LOS ANGELES

KRISTEN HAGGINS
Program Director

City Hall Programs
200 N. Spring St., 100-L
Los Angeles, CA 90012
(213) 485-6984
Fax: (213) 485-7454

Proposals/Suggestions

Robert
4/6/93

From Eli's mail
QW



VOLUNTEER
CENTER
OF
LOS ANGELES

ADMINISTRATIVE OFFICES

2117 West Temple St., 3rd Floor
Los Angeles, Ca 90026
213/484-2849

BRANCH OFFICES

East/Northeast
5262 E. Beverly Blvd.
Los Angeles, CA 90022
213/726-8726

South Central
8812 So. Main St.
Los Angeles, CA 90003
213/753-3155

West L.A.
11965 Venice Blvd., Suite 207
Los Angeles, CA 90066
310/398-4155

PROGRAMS

City Hall
200 N. Spring St., 100-L
Los Angeles, CA 90012
213/485-6984

Senior Companions
6501 Fountain Ave.
Los Angeles, CA 90028
213/467-7881

Retired Sr. Volunteers
Angelus Plaza
255 So. Hill St., Rm. 402
Los Angeles, CA 90012
213/621-2242

Second Careers
3922 West Sixth St., #216
Los Angeles, CA 90020
213/380-3166

Foster Grandparents
First Baptist Church
760 S. Westmoreland Ave., Rm. 16
Los Angeles, CA 90005
213/386-7401

ALT. SENTENCING PROGS.

2117 West Temple St.
Los Angeles, CA 90026
213/484-2849

Division 82, Room 210
429 Bauchet St.
Los Angeles, CA 90012
213/893-0179

1945 S. Hill St.
2nd Floor, Window #9
Los Angeles, CA 90007
213/744-4028

11330 Santa Monica Blvd., Ste. 210
Los Angeles, CA 90066
310/477-9771

5255 E. Pomona Blvd., Ste. 6
Los Angeles, CA 90022
213/724-4800

March 29, 1993

Office of National Service
The White House
Room 145
Washington D.C. 20500-0145

To whom it may concern:

I am contacting you from the Volunteer Center of Los Angeles, City Hall Program with a recommendation on the second aspect of President Clinton's National Service Initiative -- the reorientation of the nation's student loan program to allow students to pay off tuition debts by performing public service jobs. Such jobs might entail assisting in the schools, helping police, and cleaning up the environment. It is on the community service component of the plan that I would like to comment.

In reviewing the vast array of literature regarding the National Service Plan, I have continually seen the areas of education, health service and the environment used as examples of the type of service opportunities that will be made available to participants. I would like to suggest that local government opportunities also be considered as possible area for community service positions.

I sincerely hope that I am able to successfully illustrate why I believe local government community service should not be overlooked as area for viable community service opportunities. Please feel free to contact me at (213) 485-6984 should you have any questions regarding city government Community service opportunities.

Sincerely

Kristen Haggins
Director

CITY HALL PROGRAM



VOLUNTEER
CENTER
OF
LOS ANGELES

CITY HALL PROGRAM CITY HALL

200 North Spring Street, Room 100-L
Los Angeles, CA 90012



VOLUNTEER
CENTER
OF
LOS ANGELES



Photograph Courtesy of
Security Pacific Collection/
Los Angeles Public Library

City Hall Program

Since 1928, the City Hall of Los Angeles has been the city's most familiar landmark. Its design combines classical and modern architectural styles and the buildings's planners specified that its construction materials were to be taken from all geographic areas of the state: the mortar consists of sand from each county, cement from every California cement mill and water from each of the twenty-one missions.

Just as City Hall is composed of many elements, so is the city itself. All of its residents bring something unique to Los Angeles, with talents to share, skills to teach and time to give.

The **Volunteer Center of Los Angeles**, through the **City Hall Program**, has referred thousands of volunteers of all ages to hundreds of city departments, agencies and commissions since 1983, ranging from dispute resolution professionals to museum docents to police reserve officers.



City Hall Program CITY HALL

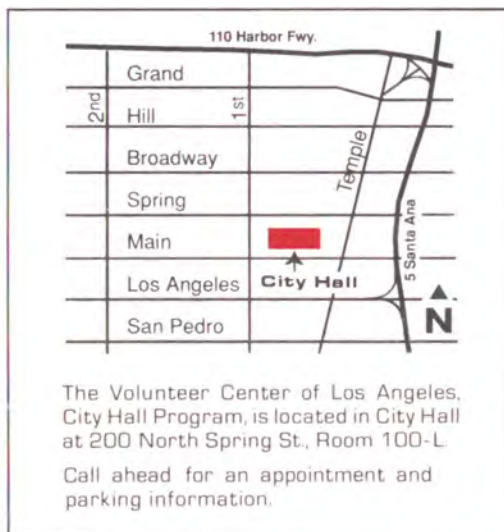
200 North Spring Street, Room 100-L
Los Angeles, CA 90012
(213) 485-6984

Volunteering For The City

City Hall Program staff and city government personnel work together to place volunteers where they are needed and where there are activities that are challenging and rewarding. There are volunteer opportunities in departments throughout the city.

Volunteers are needed to donate time to their community through the **City Hall Program** in some of the following ways:

- Coaching sports at city parks
- Writing reports for the Department of Environmental Affairs
- Giving tours at a city museum
- Becoming a law clerk in the City Attorney's office
- Delivering books to shut-ins
- Assisting individuals in the Domestic Violence Advocate Program
- Reducing case backlogs at local Police Departments



Internship Opportunities

For students who want to give their resumé a boost or who would like to receive course credit for work outside the classroom, student internship positions are available with the city of Los Angeles.

College or graduate students and mature high school students can be interns. There are no major or field requirements for most internship positions through the **City Hall Program**.

City Hall Program internships are a "foot in the door" for students considering careers in government, accounting, law, computer science, or many other positions. Internships are specifically designed to give first hand experience on how city government works and enables students to help their community at the same time.

For more information on the **City Hall Program**, telephone (213) 485-6984 to make an appointment with a **City Hall Program** staff person to discuss activities and projects that are available. Through informal interviews with staff, prospective volunteers can select from a wide range of volunteer opportunities and job descriptions.



**Administrative Office
Volunteer Center of Los Angeles**
2117 West Temple Street, 3rd Floor
Los Angeles, CA 90026
(213) 484-2849

CITY HALL PROGRAM



VOLUNTEER
CENTER
OF
LOS ANGELES

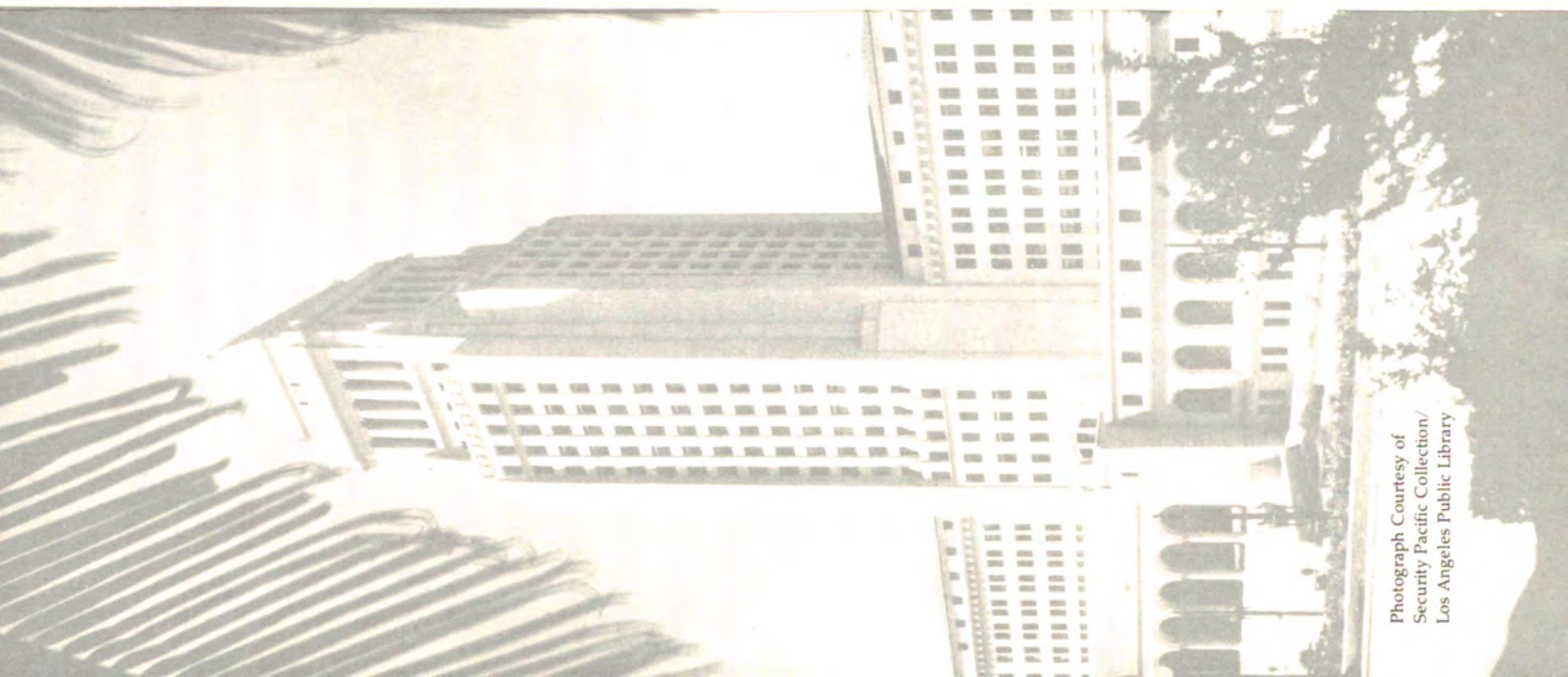
CITY HALL PROGRAM

CITY HALL

200 North Spring Street, Room 100-L
Los Angeles, CA 90012



VOLUNTEER
CENTER
OF
LOS ANGELES



Photograph Courtesy of
Security Pacific Collection/
Los Angeles Public Library

City Hall Program

Since 1928, the City Hall of Los Angeles has been the city's most familiar landmark. Its design combines classical and modern architectural styles and the buildings's planners specified that its construction materials were to be taken from all geographic areas of the state: the mortar consists of sand from each county, cement from every California cement mill and water from each of the twenty-one missions.

Just as City Hall is composed of many elements, so is the city itself. All of its residents bring something unique to Los Angeles, with talents to share, skills to teach and time to give.

The **Volunteer Center of Los Angeles**, through the **City Hall Program**, has referred thousands of volunteers of all ages to hundreds of city departments, agencies and commissions since 1983, ranging from dispute resolution professionals to museum docents to police reserve officers.



City Hall Program CITY HALL

200 North Spring Street, Room 100-L
Los Angeles, CA 90012
(213) 485-6984

Volunteering For The City

City Hall Program staff and city government personnel work together to place volunteers where they are needed and where there are activities that are challenging and rewarding. There are volunteer opportunities in departments throughout the city.

Volunteers are needed to donate time to their community through the **City Hall Program** in some of the following ways:

- Coaching sports at city parks
- Writing reports for the Department of Environmental Affairs
- Giving tours at a city museum
- Becoming a law clerk in the City Attorney's office
- Delivering books to shut-ins
- Assisting individuals in the Domestic Violence Advocate Program
- Reducing case backlogs at local Police Departments



The Volunteer Center of Los Angeles, City Hall Program, is located in City Hall at 200 North Spring St., Room 100-L. Call ahead for an appointment and parking information.

Internship Opportunities

For students who want to give their resumé a boost or who would like to receive course credit for work outside the classroom, student internship positions are available with the city of Los Angeles.

College or graduate students and mature high school students can be interns. There are no major or field requirements for most internship positions through the **City Hall Program**.

City Hall Program internships are a "foot in the door" for students considering careers in government, accounting, law, computer science, or many other positions. Internships are specifically designed to give first hand experience on how city government works and enables students to help their community at the same time.

For more information on the **City Hall Program**, telephone (213) 485-6984 to make an appointment with a **City Hall Program** staff person to discuss activities and projects that are available. Through informal interviews with staff, prospective volunteers can select from a wide range of volunteer opportunities and job descriptions.



Administrative Office Volunteer Center of Los Angeles

2117 West Temple Street, 3rd Floor
Los Angeles, CA 90026
(213) 484-2849

VOLUNTEER TIMES

A publication of the City Hall Program
of the Volunteer Center of Los Angeles



SPECIAL INTRODUCTORY EDITION

Volunteer Center Supplies Needed Help during Hard Times

Have you ever wished you had an extra pair of hands in your office? In this time of budget cutbacks and hiring freezes the answer for most city departments is a resounding "yes". The Volunteer Center of Los Angeles, (VCLA) City Hall Program can help. For the past ten years our center has recruited and referred volunteers for city departments, agencies and commissions ranging from the City Attorney's Office to the Los Angeles Zoo.

Volunteers can assist with anything from answering phones and filing, to drafting complex reports and summaries.

People of all ages and backgrounds volunteer for the city. Some are high school, college, or graduate students seeking internships and work experience. Others are often unemployed people who want to do something constructive with their time.

Volunteers do not replace paid staff. Rather they can provide support in maintaining productivity despite cutbacks.

The City Hall Program strives to further expand volunteer recruitment and increase the number of city departments involving volunteers.

Please contact us at (213) 485-6984 with any inquiries you may have about starting a volunteer program in your department.



Public Works student intern

Why Involving volunteers and student interns makes good sense

Are you asking yourself if you should take on a volunteer? Here are just a few excellent reasons for including volunteers in your program:

Volunteers are free!

Last year volunteers donated more than 775,000 hours to the city. The L.A.P.D., for example, benefitted from 57,000 of those hours of time. Just think how much your department could benefit by having volunteers.

Parking for volunteers working in the City Hall area, is provided by the Volunteer Center and the city has accident coverage for its volunteers while performing their assigned duties.

Ease your work load while providing opportunities for others.

Take advantage of the growing pool of skilled volunteers who are out of work and seeking practical experience.

A volunteer can provide administrative, technical, or professional support to your staff, freeing them to work on projects that might otherwise remain neglected due to a lack of time.

Some people, particularly retired people and empty nesters, volunteer to keep active and be with other people. They want to feel useful and needed. By placing them as volunteers in your department you will be giving them the opportunity to feel they are part of the city and you will benefit from their years of expertise.

Join more than 100 city departments who are currently involving student interns and volunteers. Call the Volunteer Center of Los Angeles, City Hall Program at (213) 485-6984.

Starting and Maintaining a Volunteer Program

Starting a volunteer program in your department is easy. Especially if you follow the steps listed below.

1) CONTACT THE VOLUNTEER CENTER

VCLA City Hall Program staff will provide you with everything necessary to get you started.

2) CHOOSE A VOLUNTEER COORDINATOR (IF YOUR DEPARTMENT DOES NOT HAVE ONE)

Your volunteer coordinator (V.C.) will be responsible for overseeing your program and will be the main contact between the Volunteer Center and your department. Each volunteer coordinator receives a volunteer coordinator handbook, that is a comprehensive manual and reference guide for starting and maintaining your program.

3) COMPLETE A VOLUNTEER JOB DESCRIPTION FORM

These forms, which are available both in the manual and through our office, will help you describe the type of skills you will need from your volunteer.

4) VOLUNTEER PLACEMENT

When the VCLA, City Hall Program receives your job description we will begin searching for an appropriate volunteer or intern. Once found, we will refer the volunteer to the V.C., who will present the volunteer's resume to the appropriate contact(s) in your department. At this time, the contact decides whether or not to interview the volunteer.

4) QUARTERLY REPORTS

Quarterly reports indicate the

City Departments share Volunteer Success Stories

Motivated by the prospect of gaining valuable experience, volunteers interview for an opportunity to contribute to their city. However, volunteers are not the only ones to gain from this experience. Numerous departments have found their volunteers and/or student interns have exceeded their expectations and made important contributions to their programs.

Volunteer coordinators, supervisors, and mentors often speak highly of the benefits their department has received as a result of placing a volunteer. Take a few minutes to read what fellow colleagues have shared with us about some of their experiences with volunteers.

Volunteer Nvart Hadjian, Public Works - Engineering

"Mrs. Hadjian volunteers forty hours per week, giving of herself as if she was a regular employee. She has just conducted an organizational assessment survey, coordinated the Summer Youth Employment Program participants for the department, and is currently gathering research for a new class to be proposed for city personnel. Her professional work has been of great assistance to the section, which has suffered from staff cutbacks."

Volunteer Shirley Brown, LAPD - Southeast Area

"To improve police-citizen relations, Shirley videotapes positive events involving police working with the public which are later viewed at community meetings and on cable television."

Volunteer Brian Wilbur, LAFD - Disaster Preparedness

"Having a volunteer has been a positive experience for us. We had a definite need to translate our program into Spanish, and Brian has been there to help us. We were able to connect our needs with his abilities and provide Brian with a challenge. We are looking forward to working with other volunteers."

Volunteer Theresa Romo, C.D.D. - Homeless Services

"Theresa first came to the office seeking help with her Social Security benefits, and later returned the favor by coming back to volunteer. She has performed general relief advocacy on behalf of the homeless and has recently worked with the Cold/Wet Weather program staff gathering statistics."

By participating in the city's volunteer program, these and other departments have access to a growing pool of volunteers and interns, who provide invaluable support for their staff. Wouldn't you like to reap the benefits of having a volunteer?

Call the VCLA, City Hall Program at (213) 485-6984 for information on how to involve volunteers.

number of volunteers and their hours. They are used by Risk Management to determine the scope of the city's volunteer insurance coverage. Therefore, it is extremely important that the VCLA, City Hall Program receive a quarterly report from every department involving volunteers.

Finally, it is important that you periodically make your volunteer needs

known to your volunteer coordinator, so they can keep you in mind when referring volunteers.

Volunteer Times is a publication of City Hall Program of the Volunteer Center of Los Angeles, which recruits and refers volunteers to city departments, agencies, and commissions. For more information, call (213) 485-6984.