

VOLUNTEER  
LEADERSHIP PROGRAM  
*Empowering Our Community*

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THE CITY OF TROTWOOD, OHIO



## VOLUNTEER LEADERSHIP PROGRAM

The City of Trotwood's Volunteer Leadership Program seeks to empower citizens to improve our community by offering volunteer opportunities to fit various interests, skills and schedules. This booklet lists some of the many ways in which individuals and groups can serve our community, whether through city departments or an existing community organization. We want to help you get involved so that together we can create a brighter future!

**"Everyone can be great, because everyone can serve."  
—Martin Luther King, Jr.**





“We can’t do everything at once, but we can do something at once.”

–Calvin Coolidge

## REASONS TO VOLUNTEER

Volunteerism is a vital part of every successful community. Studies have repeatedly shown that cities with high volunteer involvement are more active, productive and attractive places to live. These are places proven to foster more unity and pride among their neighbors. Besides empowering the community, volunteering also provides benefits for the volunteers themselves. Volunteers get the chance to develop new skills, gain work experience, network with people, learn, stay active, and have fun.

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## BOARDS & COMMISSIONS

City boards, commissions, and committees are an excellent way for citizens to get involved in influencing the decisions of city leaders and driving discussion on critical issues. Terms of service generally vary from one to five years; you must apply for an open position with the Clerk of Council, and meetings are held once a month or less.

- ◆ Civil Service Commission
- ◆ Board of Zoning Appeals
- ◆ Planning Commission
- ◆ Parks and Recreation Board
- ◆ Property Maintenance Appeals Board
- ◆ Tree Preservation Committee
- ◆ Citizen Budget Review Committee
- ◆ Board of Utility and Income Tax Appeals
- ◆ Community Improvement Corporation
- ◆ Community Reinvestment Area Housing Council
- ◆ Tax Incentive Review Council
- ◆ Trotwood Design Review Board (Salem Avenue)

## PUBLIC WORKS ASSISTANCE

If you are looking for a task that keeps you active or prefer an outdoor setting, there are plenty of positions with the Public Works Department that will help keep public areas, cemeteries, and roads safe, clean, and attractive. These positions allow individuals to work independently or with Public Works employees; there are also opportunities for groups to volunteer. Positions include:

- ◆ Public Works Patroller
- ◆ Traffic Patroller
- ◆ Meter Reader
- ◆ Public Land Steward
- ◆ Auto Detailing Assistant

## PARKS & BEAUTIFICATION

Everyone in the community benefits when public areas are kept attractive and well maintained. Visitors have a better impression of Trotwood and residents take greater pride in their community. Individuals or groups can help maintain parks, pick up trash, or maintain flowerbeds and greenery around park signs, city signs, or government buildings.



## COMMUNITY GARDENING

Be a part of this exciting new initiative that offers a community garden and programming opportunities at the site of the former Little League fields in Olde Town. Development is expected to occur in 2008 and volunteers will have the opportunity to cultivate and harvest a garden plot, maintain the area, build small structures, sponsor cultural or children's garden plots, or assist in program development.

## ADMINISTRATIVE ASSISTANCE

Every department has important administrative tasks that must be accomplished, but these tasks take valuable time away from employees who are working on the priority issues of Trotwood. These volunteer positions offer a flexible schedule and are available through several departments. Examples of tasks include:

- ◆ Electronic Records Maintenance
- ◆ Mail Intake Assistant
- ◆ Tax Intake Assistant
- ◆ Financial Recorder
- ◆ Duplication Assistant
- ◆ Office Support
- ◆ Data and Mapping Assistant
- ◆ Statistics Assistant

## CITY AMBASSADOR

For those looking for a challenging task, serving as a City Ambassador provides the chance to use your skills and creativity to change negative perceptions about Trotwood, while fostering more identity, pride, and ownership among its residents. The volunteers working as City Ambassadors would work with city leaders to implement the best strategy for marketing Trotwood using an asset-based model.





### GRANTS RESEARCH

While there are many existing grants offered, it can be very time consuming to perform the research and find a grant that matches an organization's needs. An individual or group volunteering time to research new grant opportunities would expand the City's capacity to provide quality services to Trotwood's residents. Assistance in compiling the information and composing the grant proposal would give a volunteer excellent experience in the highly valuable skill of grant writing.

### PRINT MEDIA ARCHIVES

It is important for city departments to maintain a record of their impact in the community. A volunteer maintaining print media archives would perform this duty by simply cutting out articles from newspapers that pertain to various city departments. Keeping city archives updated with news articles is a simple and fun way to assist the City while staying informed of what is going on in Trotwood.

## PARKS & RECREATION EVENTS

The Parks & Recreation Department hosts events throughout the year that are fun for hundreds of children, families, and individuals. Volunteers are needed to make these events successful and it is easy to find something that you would enjoy. Volunteering could involve planning, advertising for the event, donating materials, or simply attending the event and contributing to its success by:

- ◆ **Trotwood Recognition Night:** helping with check-in; serving food
- ◆ **Easter Egg Hunt:** hiding eggs; stuffing plastic eggs with candy
- ◆ **Halloween Family Fun Walk:** passing out candy, cookies or drinks; assisting with games, hayrides or booths; decorating the pavilion
- ◆ **Christmas with Santa:** passing out gifts, cookies, or drinks; guiding the line to Santa; taking pictures of kids with Santa
- ◆ **Mayor-Council Christmas Tree Lighting:** passing out candy canes



## ADOPT-A-ROADWAY

Businesses, organizations, and individual families can apply to adopt a one-mile stretch of designated Trotwood roadway, and commit to picking up litter along the road 4 days out of the year. In exchange for making their city cleaner and more welcoming, participants receive safety training, safety vests, trash bags, help with trash pickup, and a sign displaying the group's name posted along the roadway.



## CITIZENS ON PREVENTIVE PATROL (COPP)

Through COPP, the Police Department offers training for citizens who want to learn about police operations, help make their neighborhoods safer and become a leader of positive change in the community. Citizens who pass a background check and complete the training are outfitted with a uniform, certified to drive a COPP truck, and may:

- ◆ Direct traffic at the scene of an accident or crime
- ◆ Help with special event security
- ◆ Help administer Ident-A-Kit programs for children and families
- ◆ Relay police reports to neighborhood groups
- ◆ Drive paperwork to the New Lebanon Courts
- ◆ Provide office assistance

## CITY CONTACT INFORMATION

If you are interested in volunteering with the City or would like to learn more, please contact the **Volunteer Coordinator at 854-7226 or [cslott@trotwood.org](mailto:cslott@trotwood.org)**. In most cases an interview is required, and for some positions a background check must be passed before volunteer placement. This is to ensure that a volunteer is matched with appropriate jobs that will best satisfy the needs of the City and the volunteer.

## COMMUNITY VOLUNTEER AGENCIES

### ELDERLY & DISABLED SERVICES

#### **Maria-Joseph Senior Center**

4830 Salem Avenue, 278-2692 x432

#### **Trotwood Handivan**

18 North Broadway, 837-1917

**Neighbor•Care:** *This county-wide program provides critically needed minor repairs to qualifying homeowners. Repairs include: furnace and minor roof repairs; grab bars, handrails and ramps; and exterior painting. For applications and more information about qualifying, go to [www.rtdayton.org](http://www.rtdayton.org) or call 229-4892. Although Neighbor•Care covers the cost and provides the materials, volunteers are needed to assist with the labor. To learn more about volunteering with this program, contact the City.*

### COMMUNITY SERVICES

#### **Community Action Partnership**

716 East Main Street, 837-5165

#### **Hara Complex** (groups/organizations)

1001 Shiloh Springs Road, 278-4776 x220

#### **Helping Hands Community Outreach Center**

5499 West Third Street, 268-6066

#### **Residence in Praise Fine Arts Center**

5 Stuckhardt Road, 854-3500

#### **Trotwood-Madison Historical Society**

349 South Broadway, 837-0355

#### **Trotwood (Dayton Metro) Public Library**

651 East Main Street, 431-3674

#### **YMCA Neighborhood Development Center**

506 East Main Street, 854-9622

**“Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.”**

**—Marjorie Moore**

## **CRISIS SERVICES**

**Precious Blood Church** (St. Vincent DePaul)  
4961 Salem Avenue, 276-5954

**Stillwater United Methodist Food Pantry**  
506 Main Street, 836-3714

**Trotwood FISH** (through Police Department)  
854-7207

## **ENVIRONMENTAL SERVICES**

**Sycamore State Park**  
4675 North Diamond Mill Road, 854-4452

**Wolf Creek Stream Team** 854-7645

## **SCHOOLS SERVICES**

**Precious Blood School**  
4870 Denlinger Road, 277-2291

**Trotwood-Madison City Schools**  
444 South Broadway, 854-3050 x238

## **SPORTS SERVICES**

**Ohio T Red** (Cheer/Pee Wee Football)  
580-5878

**SAY Soccer** 837-2500

**Trotwood Wee Ram Football** 248-1939

**Trotwood Basketball Club** 248-8552

**Little League Baseball** (City/Dayton First Little League Association) 854-7227



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**[trotwood.org](http://trotwood.org)**