

January 01, 2012

## Center of Community Service: January 2012

Center of Community Service

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## Northeastern University *Center of Community Service*

**January 2012**

Happy New Year!

Welcome back to campus! Hope you had a great winter break and enjoyed your time off. As you plan your schedule for this semester, don't forget to include time for volunteering! We have tons of great opportunities and events coming up. Make your New Year's resolution to get more involved!

Here is your January newsletter!

### ***News from the Center of Community Service***

#### **Attention Students: Notice of Funds Available!**

#### **Student Civic Engagement Grants \$500 - \$1,000**

The Student Civic Engagement Grant opportunity available through the Center of Community Service provides financial and programmatic support to students and/or student organizations engaging in mutually beneficial community service activities.

***Goals of the Student Civic Engagement Grant:***

- *Support and address identified community needs.*
- *Encourage new and creative programs and/or projects from Northeastern University students in partnership with our community to create positive change.*
- *Encourage existing Northeastern University students and student organizations to integrate or expand civic engagement activities.*

Up to three grants will be awarded to proposals demonstrating the most innovative use of the funds to create or strengthen a community service partnership.

All projects must be completed by July 1, 2012.

## **Deadline to Apply: January 13<sup>th</sup>**

Applications and more information may be found at [www.northeastern.edu/communityservice](http://www.northeastern.edu/communityservice) or contact Sara De Ritter at [s.deritter@neu.edu](mailto:s.deritter@neu.edu).

## **Spring Volunteer Fair**

Come meet all our community partners Friday **January 20<sup>th</sup>** from 11:30am to 2:00pm in the Indoor Quad in the Curry Student Center!

## **Husky Volunteer Team**

It's time to sign up for Husky Volunteer Team again! Students, in teams of 3-5, will partner with a community organization for a minimum of one semester. Projects range from tutoring at an after school program, visiting with elders, preparing and distributing meals, and more! Stay tuned for more information about HVT registration!

## **MLK Day**

Honor Martin Luther King by serving your community on **January 16<sup>th</sup>**. Visit our [website](#) for more information!

## ***Service-Learning***

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### **Sign up for the Service-Learning Newsletter!**

The Service-Learning (S-L) Newsletter is meant to keep you up-to-date about new and continuing S-L courses, initiatives, and events; upcoming grant, funding, conference, research, and publishing opportunities; community partnerships, and so much more!

To receive the Service-Learning Newsletter via email, contact: [service-learning@neu.edu](mailto:service-learning@neu.edu)

## **Scholarship Opportunities:**

### **Liberty Mutual Responsible Scholars**

The Liberty Mutual Responsible Scholars™ Scholarship program awards scholarships to **five qualified students** who **initiate a service or volunteer program that directly impacts or actively engages their campus community**. In addition to the scholarship funds, Liberty Mutual hosts the students on a trip to Boston where they meet with Liberty Mutual executives, learn about career opportunities and enjoy a tour of the city.

To be eligible for the Liberty Mutual Responsible Scholar program, you must:

- Be a current freshman, sophomore or junior attending a full time, undergraduate, four-year-degree program at an accredited college or university in the United States
  - Have an overall GPA of 3.0 or better
- Submit a completed application using our fully-automated online process which **includes an essay describing the service or volunteer program they have initiated**

For more information and to apply go to our [website!](#)

Applications will be accepted through January 31, 2012

## **Volunteer Opportunities: One-Time Events**

### **American Lung Association**

The American Lung Association is the leading organization working to save lives by improving lung health and preventing lung disease through Education, Advocacy and Research. The Fight for Air Climb - Race up Boston Place is a unique fundraising event held on Feb 4, 2012 at 1 Boston Place in Boston, MA. Participants will climb stairs up 40 floors. Volunteers are needed to help with event set-up, check-in, registration, to monitor rest stops and the stairwell, bag check, gear check, gear collection and event clean up among others. Volunteers are asked to staff from 7AM-3PM. Some other perks besides helping a wonderful cause are free parking, lunch and a t-shirt. Volunteers also have the option to fundraise but this is not mandatory.

**For more information, contact:** Erin Hickey at either [ehickey@lungne.org](mailto:ehickey@lungne.org) or 781-314-9005

### **Relay for Life**

Colleges Against Cancer is a student group dedicated to serving the cancer community at Northeastern. We meet every Wednesday at 7pm in 14 IVF with presentations/ discussions to raise cancer awareness.

We also help organize Relay For Life - "The biggest co-ed sleepover on campus". Relay For Life is a 12-hour event, which will take place in Matthews Arena on March 24<sup>th</sup> from 5pm to 5am the next day. The event is a fundraiser for the American Cancer Society, where our money goes towards research for cancer patients, survivorship, advocating for better laws that support cancer patients and reduce our risk. During Relay, there's also a Luminaria ceremony for participants to honor or celebrate a loved one who's been through cancer.

You can join now by clicking on our website and create a team. Your team can be of you and your friends, your residence hall, your student group, whomever! Any participant who can fundraise \$100 or over will get a free T-shirt and the team that fundraises the most by Jan 11 2012 will be given a boloco gift card with enough value for all members in the team.

Join Relay now and help the world celebrate more birthdays!

### **American Lung Association**

The American Lung Association is the leading organization working to save lives by improving lung health and preventing lung disease through Education, Advocacy and Research. The Fight for Air Climb – Race up Boston Place is a unique fundraising event held on Feb 4, 2012 at 1 Boston Place in Boston, MA. Participants will climb stairs up 40 floors. Volunteers are needed to help with event set-up, check-in, registration, to monitor rest stops and the stairwell, bag check, gear check, gear collection and event clean up among others. Volunteers are asked to staff from 7AM-3PM. Some other perks besides helping a wonderful cause are free parking, lunch and a t-shirt. Volunteers also have the option to fundraise but this is not mandatory.

For more information, contact: Erin Hickey at either [ehickey@lungne.org](mailto:ehickey@lungne.org) or 781-314-9005

## Volunteer Opportunities: On-Going Service

### **Big Sister Association of Greater Boston**

Big Sister Association of Greater Boston's (BSA) mission is to help girls realize their full potential by providing them with positive mentoring relationships with women. The goal is to create relationships that provide support for a young girl to become a confident, competent and caring adult. BSA has two programs that would be great for college students.

The first program is called School Based Mentoring for women who are 18 or older. This one-to-one mentoring program matches women mentors with girls in elementary school (grades 2-8). Big and Little Sisters engage in fun activities during their weekly 45-60 minute visits at the Little Sister's school or after-school program. Sites are located in different neighborhoods around Boston. We ask Big Sisters to commit to at least one academic year.

The second program is called Community Based Mentoring for women who are 20 or older. This one-to-one mentoring program matches women mentors with girls (ages 7-15). Big and Little Sisters choose when, where and what they do to build a bond based on shared interests. Visits are weekly for the first three months and a minimum of twice a month thereafter. We ask Big Sisters to commit to at least 12 months.

Get involved at [www.bigsister.org](http://www.bigsister.org) or call 617-236-8060!

### **Time to Invent Club**

Innovation and invention are cornerstones of American society, but not all young people have role models to open doors in science, technology, engineering and math (STEM). To help meet this need, WGBH (Boston's PBS station) and the Lemelson Foundation launched an exciting invention-based mentoring program called the *Time to Invent Club* in 2009. The program places STEM professionals and college students in afterschool sites once a week to co-lead an hour-long program. Working with a group of fifth graders, the mentors use a stepped-out curriculum that inspires underserved youth to explore invention. We are currently looking for volunteers to serve as mentors for an 8-10 week program beginning in February 2012 at afterschool sites in Massachusetts, Oregon, and Indiana.

### **United Schools**

We are looking for volunteer tutors for our dormitory of international students who attend Pope John XXIII High School located at 888 Broadway Everett, MA 02149. We have approximately 12 students that are in need of tutoring concerning the subjects of English, Science, Social Studies, Theology and World Language.

Preferably one to two days a week Monday thru Thursday late afternoons or early evenings. We will

be flexible to accommodate your schedule.

Tutoring to be performed at Pope John XXIII High School classrooms at 888 Broadway Everett, MA. In exchange for your Tutoring Services we will provide you with transportation to and from Malden Center MBTA station (Orange Line), as well as we will provide you with a Gourmet style meal when tutoring at our school! This is not your ordinary school food, a menu will be provided to interested tutors upon request for viewing! Bring A Friend! We are looking to begin this program as soon as possible!

Interested candidates please contact: Victor Antolini at [Antolinivictor@gmail.com](mailto:Antolinivictor@gmail.com) or by phone 617-780-7758. Thank you!

### **Saturday Math Club at UP Academy**

UP Academy's Saturday Math Club provides middle school students who are significantly behind their peers in mathematics with remedial tutoring in a one-on-one or small group setting. UP Academy is located in South Boston, and opened its doors to nearly 500 students in grades 6-8 this fall. To learn more, please visit us at <http://www.upacademyboston.org/>

We're seeking volunteers who can commit to at least a session cycle of tutoring (4-6 consecutive Saturday mornings) from approximately 9-11:30am. Below, please see a schedule of all sessions in our program. Right now, our highest priority is securing tutors for Cycle 2, which starts on November 5th.

**Cycle 2:** November 5, November 19, December 3, December 10, December 17

**Cycle 3:**

January 7, January 21, January 28, February 4

**Cycle 4:**

February 11, March 3, March 10, March 17

**Cycle 5:**

March 24, March 31, April 28, May 5, May 12

**For more information, contact:** Please contact Jill Kahane at [satmathclub@unlocking-potential.org](mailto:satmathclub@unlocking-potential.org)

### **Boston Housing Authority**

The Boston Housing Authority (BHA) is the largest landlord in New England. Its main mission is to provide affordable housing through the administration of rental assistance programs. It is comprised

of many racial, ethnic, and linguistic minorities, many of whom are newcomers to the Boston area with limited English speaking and reading abilities.

**Volunteer Description:** As a response to the language needs of the BHA community, the Language Access Team under the BHA Office of Civil Rights has established the Volunteer Interpreters Program (VIP). The purpose of VIP is to recruit and train volunteer interpreters to provide interpretation and translation services to Boston families with limited English proficiency, who are applicants or residents of public or subsidized housing.

Boston Housing Authority seeks volunteers who will serve as interpreters during BHA hearings, eligibility screenings, resident meetings, walk-in inquiries, and phone interviews. Volunteers who are interested in gaining skills in written translations, may also assist in translating housing documents, or in reviewing and editing written translations for accuracy. Volunteer interpreters will receive training and serve on an on-call basis (about 10 hours a month).

**Qualifications:** Candidates are highly motivated individuals with excellent communication and interpersonal skills who are highly proficient in English and fluent at any, but not limited to the following languages: Albanian, Amharic, Arabic, Bosnian, Cape Verdean, Chinese, Farsi, French, Haitian Creole, Hindi, Khmer, Polish, Portuguese, Punjabi, Russian, Somali, Spanish, and Vietnamese.

**For more information, contact:** Johane Alexis-Phanor at either [johane.alexisphanor@bostonhousing.org](mailto:johane.alexisphanor@bostonhousing.org) or 617-988-4032

**Or, visit their website:** <http://www.bostonhousing.org>

### **JF Kennedy Family Services Center**

The mission of the Kennedy Center is to assist residents of Charlestown in meeting basic needs through the provision of services which help eliminate poverty and its causes by promoting self-sufficiency; and to operate neighborhood services with the maximum participation of residents, fostering economic independence by meeting the health, educational, employment, recreational, and welfare needs of the community.

The Kennedy Center's Community Resource Center (CRC) provides opportunities and holistic programs for Charlestown's low-income residents, especially immigrant groups, to develop self-sufficiency through knowledge about and referrals to resources, as well as through specific capacity development programs. In addition, the CRC exists to promote neighborliness, reduce social isolation, and bring people together to address issues of common concern. The CRC is currently looking for volunteers for the community programs starting January 2012.

#### **Volunteer Need:**

- *ESL Instructor:* Teach English as Second Language 1-2 hours per week. Provide individualized

support in the areas of reading, listening, speaking and writing. Monitor

student/participant progress continuously. Attend volunteers meetings and community activities for the community. (Qualifications include: a Bachelor's Degree, experience working as ESL instructor or tutor)

- *Computer Literacy Instructor:* Teach Computer Literacy 2 hours per week.
- *Sewing Crocheting and Knitting Group Instructor:* Love to knit? Run an adult group 1-1.5 hours a week.
- *Yoga Instructor:* Teach yoga 1 hour a week. Yoga certification preferred but not required.

If interested and qualified, please forward your cover letter and resume to [cfernandez@kennedycenter.org](mailto:cfernandez@kennedycenter.org). If you have any question please contact Consuelo Fernandez, CRC Coordinator at 617-241-8866 Ext. 1211

### **MIT/Wellesley Upward Bound Tutors**

Volunteers are needed to provide academic assistance in the areas of Math, English, Science, Social Science, and World Language, to disadvantaged high school students in our after school tutorial program. High school level tutoring experience is preferred.

Hours available: Mondays and Thursdays - 3:00-6:00pm, Tuesdays and Wednesdays - 3:00pm-6:00pm

We are looking for individuals who are able to commit to at least one day per week, with a minimum commitment of 2 hours per day. For consideration, please forward a letter of interest and a resume to the email address noted: [upwardbound@mit.edu](mailto:upwardbound@mit.edu)

**For more information, contact:** Evette M. Layne at either [upwardbound@mit.edu](mailto:upwardbound@mit.edu) or 617-253-5124

### **La Cadena**

La Cadena de Amistad serves elderly and disabled Spanish-speakers in the Jamaica Plain area. Our volunteers strive to reduce the isolation that many Spanish-speaking elders feel due to old age and frailty. La Cadena de Amistad services include Friendly Visiting, Medical Escort, and One-time Assistance. Our Friendly Visiting program matches volunteers with elderly or disabled adults who would like somebody to visit them on an ongoing basis. Medical Escort volunteers accompany elders or disabled adults to medical appointments, providing companionship and other personalized support along the way. Although La Cadena de Amistad focuses on Spanish speakers, we do not exclusively serve Spanish speakers. We are happy to work with volunteers and elders that speak other languages as well.

For more information, contact: Mary Griffenhagen at either <http://www.fw4elders.org/> or (617) 277-5248

### **MassEquality**

MassEquality works to ensure equal rights and opportunities in school, in marriage and family life, at work and in retirement for every lesbian, gay, bisexual and transgender (LGBT) person in Massachusetts. MassEquality has both volunteer and unpaid internship opportunities.

Volunteer opportunities include phone banking on Tuesday nights from 6-9pm for the Transgender Equal Rights Bill and general data entry and office work throughout the week. To see a list of upcoming volunteer actions, go to [www.massequality.org/events](http://www.massequality.org/events).

MassEquality has internship opportunities in the Public Policy & Political Affairs, Field Organizing, Development, and Communications departments. Internships allow students to learn about the inner workings of statewide non-profit organization while making a difference in the LGBT community. Please see current internship descriptions at [www.massequality.org/about/jobs](http://www.massequality.org/about/jobs).

**For more information, contact:** Justin Lemley at either [justinlemley@massequality.org](mailto:justinlemley@massequality.org) or 617-878-2344

**Or visit their website:** [massequality.org](http://massequality.org)

### **Saturday Math Club at UP Academy**

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### **EMARC**

EMARC is a non-profit charitable organization founded in 1954 by parents of children with developmental disabilities. Our mission is to provide and promote services and supports for persons with disabilities and their families. We annually serve about 700 people from Reading and about 20 surrounding communities.

- Be a pool buddy for a child—Swim classes are held in Reading on Tuesdays or Fridays for kids ages 3-12. Teach basic swimming techniques and join in the fun!
- Participate in community outings—Once a month join a group of kids or teens by going on a fun, new adventure!
- Chaperone Teen Dances—Come dance the night away! Volunteers help with decorations, clean up, supervision and also just having a lot of fun during the dance!
- Help Coach Special Olympics Sports—The Arc provides many different sporting opportunities all year long for a variety of age groups. Get involved as a coach, volunteer or on a team. Partners compete side-by-side with athletes with disabilities!
- Teach a class with staff support—Do you have a skill that you would like to share? Photography, woodworking, care care, etc? Let us know what you can do and we can see if it might be a good fit for our programs!
- Participate in Special Events—EMARC provides seasonal special events for everyone to take part in. This could be anything from a family dance to plunging into the ocean as a fundraiser.

EMARC provides support to people with developmental disabilities. Volunteers are needed to help with our Adaptive Aquatics program. This is an educational, hands-on experience in which the volunteer works directly with a child (age 3-11), who has a developmental disability, to feel comfortable in the water, to exercise, to learn basic swimming skills and to have fun! New sessions begin every 8 weeks.

Locations are The Burbank Y in Reading on Tuesday OR Friday from 4:40-5:45 p.m. and the Malden Y on Monday from 4:40-5:45 OR Thursday from 4:40-5:45 p.m. Visit our website at [www.theemarc.org](http://www.theemarc.org) for an application.

**For more information, contact:** Laura Morabito at 781-942-4888 ext. 5034 or via email at [lmorabito@theemarc.org](mailto:lmorabito@theemarc.org)

#### Volunteers Needed for Adaptive Ice Skating Program

**General Information:** Therapists from Franciscan Hospital for Children are running the adaptive skating program again this year for children ages 4 - 18 years. The goals of the program are to introduce children with special needs to basic ice skating skills or to improve skating skills in children who have some skating experience. Each child will have a volunteer to help him/her while on the ice.

**Responsibilities:** Volunteers are needed to assist children during the ice skating lessons. Volunteers do not have to be able to skate, we have Yaktrax – traction devices worn over shoes to provide tractions for nonskaters. Figure skating instructors will lead the formal group lessons. Volunteers will help children put on and remove skates and assist children during the skating sessions. Ice walkers or ice sleds will be available as needed. Physical therapists will supervise the program and provide

assistance or program modifications. In addition, 2-3 volunteers are needed to assist with putting heart rate monitors on children, assisting with attendance and collecting data and recording heart rate data.

**Where:** Simoni Skating Rink 155 Gore Street in Cambridge, MA

The rink is about a 15 minute walk from the Lechmere T stop on the green line.  
Possible bus routes: 69, 80, 88, and CT2. Parking is available at the rink.

**When:** Wednesdays from 3:45-5:00 PM (skate time from 4-4:50PM)  
From September 14th to November 16th (10 classes)

**On Ice Training session:** Wednesday September 7th from 4-5

**Cost:** Free skate rentals are available at the rink.

**If you are interested in volunteering or would like more information, contact:** Maria Fragala-Pinkham, MS, PT, Franciscan Hospital for Children, (617) 254-3800 x2280 or [mfragala@fhfc.org](mailto:mfragala@fhfc.org)

### **Sudanese Education Fund**

We run an educational enrichment program for South Sudanese Refugees and their children. We are looking for volunteers to tutor children and/or adults on Saturdays between the hours of 2pm and 5pm. We hope that volunteers will be more than just tutors---we hope that they will mentor their partners throughout their educational process. Our program runs for 10 weeks in the Fall and 10 weeks in the Spring. Thank you!

**For more information, contact:** Alec Ellsworth at [Ellsworth.Alec@gmail.com](mailto:Ellsworth.Alec@gmail.com) and 781-641-0063

**Or, visit the website:** [www.SudaneseEducationFund.org](http://www.SudaneseEducationFund.org)

### **Teen Voices**

Teen Voices is a non-profit journalism mentoring and leadership development program that **supports and educates teen girls to amplify their voices and create social change through media. We publish articles by teen girls around the world in an online and print magazine, Teen Voices. We also run a mentoring program where primarily low-income teen girls from the Boston area are paired with college/recent graduate women mentors.**

We are seeking Editorial Mentors for our fall 2011 session! Mentors are matched with 2-3 teens and will meet with them three times a week for 2 hours Monday through Thursday between the hours of 3:00 p.m. and 6:30 pm. During that time you will help the girls write the articles for the magazine – researching, fact checking, interviewing, editing, etc. It's a rewarding experience that will also help you expand your editorial knowledge.

**For more information, contact:** Erica Mace at [hr@teenvoices.com](mailto:hr@teenvoices.com) or 617-426-5505 x34

### **City Year**

City Year was founded in 1988 on the belief that young people can change the world. City Year is an education focused, nonprofit organization that unites young people of all backgrounds for a year of full-time service to keep students in school and on track to graduation. At City Year's 21 urban locations across the United States and two international affiliates, teams of trained young people called corps members serve full-time in schools for the academic year as tutors, mentors and role models. By focusing on attendance, behavior and course performance, which identify students who are at risk of dropping out, corps members are uniquely able to help students and schools succeed.

Beginning each day before the first school bell rings and staying until the last child leaves the after-school program; you'll serve students, schools and communities through:

- **Academic Support:** Provide one-on-one or small group tutoring before, during and after school
- **Attendance and Positive Behavior Encouragement:** Lead energetic morning greetings, make attendance and positive phone calls to home, lead mentor groups
- **Community and School Improvements:** Organize and lead activities, celebrations and projects to improve the community and school environment

**For more information, contact:** Jamaal Williams at either [bostonrecruitment@cityyear.org](mailto:bostonrecruitment@cityyear.org) or (617) 927-2400

### **SMASH Program**

SMASH stands for Saturday Mentoring And Study Hall. It is a program offered through the Support Services department at Steppingstone to all Scholars who have completed the 14-month component of the Academy. Sixth through 12th graders who wish to attend may spend two hours every Saturday from 10:00 a.m. to 12:00 p.m., working on their homework with the help of an adult. Volunteers may participate at two different levels of commitment: **1. Study Hall Specialists** commit to attending SMASH at least twice per month and they make themselves available to any Scholar needing help in specific subjects. **2. Academic Mentors** commit to attending SMASH at least twice per month, and they work with the same one or two Scholars throughout the school year. Mentors also check in with their Scholars once per week via phone or email.

If you are interested in becoming a SMASH volunteer, please fill out and complete the Volunteer interest form or you may contact Steadman Graves directly at 617-423-6300, ext. 240.

SMASH is currently held at Boston Latin Academy, 205 Townsend Street, in Dorchester. Parking is available, and it is a short bus ride from Ruggles, Jackson Square, Dudley, Fields Corner, and Roxbury Crossing T stations. The SMASH sessions during the school year are on Saturdays, September through

May.

**For more information, contact:** Steadman Graves at either [sgraves@tsf.org](mailto:sgraves@tsf.org) or 617-423-6300 Ext. 240

### **Mentoring at Phoenix Charter Academy**

The mentoring program at Phoenix Charter Academy connects juniors and seniors with college students. The goal of this program is to create a Big Brother/Big Sister like relationship between high school students and college students. Many of the students at our school are the first in their family to attend college and have faced significant obstacles on the path to higher education. This relationship will introduce the college experience to students and create positive role models. Mentors will host students at their college campus for two hours a month and take the student to a variety of college events, including a tour and visit to classes etc. Training and volunteering will begin in October and continue until the end of the school year.

**For more information, contact:** Leah Bonnell at either [lbonnell@phoenixcharteracademy.org](mailto:lbonnell@phoenixcharteracademy.org) or 781-354-5689

### **Row Boston**

Row Boston is a competitive rowing program consisting of teams for both girls (G-Row) and boys (Boys Row) that takes place at the Community Rowing Inc. Harry Parker Boathouse. We provide boys and girls, ages 12-18, attending Boston's public schools, with the opportunity to participate in a traditionally inaccessible sport. Academic support is an integral component of our teams. Weekly study hall sessions are mandatory for all participants, and they occur in a dedicated classroom at our boathouse on the Charles River. Row Boston is seeking volunteers to serve as tutors during our study halls and assist with schoolwork. Study hall takes place on Tuesdays and Thursdays from 4:00 to 5:00PM. Depending on logistics, Row Boston may be able to provide transportation for volunteers to our boathouse.

**For more information, contact:** Ellie Wierzbowski at either [ewierzbowski@gmail.com](mailto:ewierzbowski@gmail.com) or 617-779-8277

### **After-School Tutoring at Snowden International High School**

**Snowden International High School** is a Boston Public School located on **Newbury St.**, steps from **Copley Station** on the Green Line and blocks from **Back Bay Station** on the Orange Line. It is a public school that serves high school students from **grades 9-12** and has a student body of about 350 youth. It is in the early process of organizing and planning and is looking for local college students who would be interested in volunteering and working with Boston high school youth. This would be a great learning opportunity for any education/criminal justice/sociology/social work students who might want exposure to urban education, youth, and culture or simply students looking to do community service. We are looking for tutors in: **Math, English, History, Science, and Foreign**

**Languages** (Spanish, French, Mandarin, and Japanese). The days and times are: **Tuesday-Thursday 2:30-4:00pm.**

**For more information, contact:** Kim Vu at either [kim.vu@simmons.edu](mailto:kim.vu@simmons.edu) or 617-455-5839

### **Travelers Aid Family Services**

Travelers Aid Family Services, a homeless services agency located near South Station in Boston, is looking for volunteers to work two or more four-hour shifts per week in the Reception area. The hours would be in the mornings or afternoons (within the hours of 9am-5pm), Monday through Friday. A commitment of at least four months is encouraged.

Duties and responsibilities include, but are not limited to, the following:

- Assume main coverage of reception area and the responsibilities connected with this coverage in collaboration with other appropriate staff, including welcoming and assisting clients and answering the phone throughout the day
- Use an online database to identify existing clients and enter new clients
- Assist in managing intra-office systems of communications, procedures, file management, record keeping, phones, computers, etc.
- Provide administrative support to the Operations staff and other staff for special projects and as needed

Qualifications include:

- Excellent customer service skills
- Comfort with using basic operations in Microsoft Excel and Microsoft Word software
- Ability to handle multiple tasks and requests simultaneously
- Fluency in written and spoken English is required; ability to speak Spanish is a plus, but not necessary

### **Network of Urban Entrepreneurs**

Network of Urban Entrepreneurs (NUE) is a business that aims to employ youth and young adults ages 16-24 by sharing different ideas and capitalizing on opportunities. NUE is looking for college students to mentor younger entrepreneurs. Currently many NUE employees are high school students in Boston. We are hoping to find upbeat, motivated college students who want to mentor high school students once a week.

**For more information, contact:** Erin Ripston at either [erinripston@gmail.com](mailto:erinripston@gmail.com) or at 413-244-9515

### **Educational Development Group, Inc**

Educational Development Group, Inc (EDG) is a non-profit organization that provides low-cost, intensive ESOL classes to recent immigrants and assists them with resume-building and job-searching. We are hoping to find someone willing to donate a used but functional laptop to us. Additionally, we are always looking for students to volunteer as mentors. Mentors conduct afternoon

activities with our students, practicing vocabulary, pronunciation, and leading conversation. They also provide general administrative support. If you have an unwanted laptop or are interested in volunteering with us, please call or e-mail us.

**For more Information, contact:** Abby Klinge at [abby@edginc.org](mailto:abby@edginc.org) or (617) 357-5717

### **Madison Park Technical and Vocational High School's After School Program**

Fifteen math tutors are needed to assist in Madison Park Technical Vocational High School's After School Program. Each tutor will be assigned five 9<sup>th</sup> grade students, and he/she will work with them on Algebra related concepts. All materials will be provided. All you have to do is come with a smile and a willing heart to share your knowledge. The program consists of one-hour weekly sessions which take place on Tuesdays from 2:00PM until 3:15PM. The program will begin the first week of October.

**For more information, contact:** Amira Abdal-Khallaq at [micah7mira@hotmail.com](mailto:micah7mira@hotmail.com) or at 617-635-8964

### **Tutoring Plus**

**Tutoring Plus of Cambridge** seeks Tutors and Mentors for Cambridge Students grades 4 through 12. The Mission of Tutoring Plus of Cambridge is to support and encourage the academic, personal, and social growth of youth in Cambridge with the help of volunteers and community partners. Volunteers spend one hour per week working one-on-one with a student who needs your help! Tutors are matched with the same student for the semester and meet them once a week on the same night each week. Volunteers provide homework assistance and subject specific help. Tutors often become trusted role models and continue meeting with their student for the entire year and years to come. Opportunities are available Monday through Thursday 6:00pm – 7:00(30) pm at 6 sites located near the Red-line and #1 Bus in Cambridge. Please visit our website [www.tutoringplus.org](http://www.tutoringplus.org) to learn more about how you can help a student or to fill out an application online.

**For more information, contact:** Sarah Morin at [info@tutoringplus.org](mailto:info@tutoringplus.org) or at 617-349-6588 ext. 422

**Or, visit their website:** [www.tutoringplus.org](http://www.tutoringplus.org)

### **Tutors Needed at Yawkey**

The Yawkey Club of Roxbury is currently seeking tutors for the Teen Center's after-school program during the fall semester. We are looking for tutors who are proficient in one or more of the following subjects:

- Algebra
- Pre-Calculus
- Calculus
- Chemistry

- Physics
- Latin
- Romance Languages (for this, a tutor may have only basic skills)

Depending on the chosen subject(s), a tutor may work with a member age 13-18 anywhere from 2:00pm-6:00pm, beginning in mid-September. Tutors will have some flexibility in choosing which day they come to Yawkey, although we ask that tutors' schedules remain consistent from week to week.

**For more information, contact:** Kim Lienhoop at [klienhoop@bgcb.org](mailto:klienhoop@bgcb.org) or (617) 994-4700.

**Or, visit their website:** [http://www.bgcb.org/locations\\_clubs\\_yawkey.cfm](http://www.bgcb.org/locations_clubs_yawkey.cfm)

### **Boston Area Health Education Center**

Boston Area Health Education Center's (BAHEC) Youth-to-Health Careers Program

(Y<sub>2</sub>HC) serves to increase youth awareness and involvement in public and community health issues by providing meaningful opportunities to learn and grow, personally, professionally, and academically through academic enrichment, mentoring, internships, and college preparation.

BAHEC's Y<sub>2</sub>HC mentorship program is currently recruiting volunteers to mentor teens in the following areas: Academic support, (Health) Career exploration, or Youth leadership development. The program is an individual mentorship program (1 mentor with 1 mentee). Matches meet at BAHEC or in the community a minimum of 4 hours per month from September to May. This is a great opportunity to gain experience working with youth! Orientation and training is provided for all mentors. For further information or if you have questions about the program, please contact Lianna by phone or email.

### **The Food Project**

The Food Project's mission is to grow a thoughtful and productive community of youth and adults from diverse backgrounds who work together to build a sustainable food system. We produce healthy food for residents of the city and suburbs and provide youth leadership opportunities. Most importantly, we strive to inspire and support others to create change in their own communities. Individual volunteers and groups of volunteers visit The Food Project's farms to participate in our Serve & Grow program. Volunteers participate in educational activities to learn about the food system and engage in farm work such as planting, weeding, harvesting, and soil preparation.

**For more information, contact:** Elena Martinez at [participate@thefoodproject.org](mailto:participate@thefoodproject.org) or 7812598621

**Or, visit their website:** [www.thefoodproject.org/volunteer](http://www.thefoodproject.org/volunteer)

### **Jumpstart**

**Address the Achievement Gap, Build Your Resume, Earn Money** – Jumpstart is working toward the day every child in America enters school prepared to succeed. We pair Northeastern students with preschoolers from low-income communities to support children’s language and literacy skills through shared reading a play, ensuring that they will be ready for kindergarten and beyond. Jumpstart Corps Members, Team Leaders, and Volunteer Coordinators receive extensive professional development, may earn work-study or a living allowance, and may choose to work toward an AmeriCorps education award of \$1132. These roles may also be filled by long-term volunteers and fulfill many of Northeastern’s civic engagement and service-learning requirements. Jumpstart at Northeastern University is now accepting applications for fall positions. Students of all majors are encouraged to apply. Please note: All positions are full academic year commitments. Contact Jumpstart at ([jumpstart@neu.edu](mailto:jumpstart@neu.edu), 617-373-5840) or apply online at [www.jstart.org/apply](http://www.jstart.org/apply).

### **Build**

Founded in 1999, BUILD’s mission is to use entrepreneurship to excite and propel disengaged, low-income students through high school to college success. Our students develop their own business ideas, write business plans, pitch to funders, and launch real businesses. This real-world business experience makes school relevant and motivates them to succeed. To help them become college-eligible, students also receive tutoring, test prep, mentoring, and advising for their school-work and college planning. Entrepreneurship is the hook—but college is the goal. Over the past eleven years, 100% of BUILD seniors have been accepted to college, with 91% accepted to 4 year colleges and universities. For more information visit [www.build.org](http://www.build.org).

BUILD Boston is seeking caring, enthusiastic tutors to work with 9<sup>th</sup> grade students in our Entrepreneurship Program. You will provide homework help for small groups, and private 1 on 1 tutoring in Reading, Writing, and/or Math. Prior tutoring experiences a plus. Training and materials will be provided. Flexible afternoon hours, minimum 2 days per week between 3 and 5 p.m.

**For more information, contact:** Ryan Oliver at [roliver@build.org](mailto:roliver@build.org) or 617-239-8228

**Or, visit their website at:** [www.build.org](http://www.build.org)

### **Freedom House**

Freedom House is a community-based social action agency with a mission to promote educational excellence, economic self-sufficiency, community engagement and social justice in order to alleviate poverty in Boston’s most distressed urban neighborhoods.

We are currently seeking volunteer tutors for the 2011-2012 school year. Freedom House tutors will be placed with Project Listen students to assist with academic support. Project Listen engages high school students in an academic, leadership and civic engagement after-school program.

Tutors who volunteer with Project Listen will provide homework help, offer academic advice and facilitate hands-on activities to supplement classroom learning during designated academic support sessions. Tutors may indicate their preference for the subjects they will tutor. We ask that tutors agree to tutor for one semester, once a week for 1.5 hours in math, writing and/or science.

**For more information, contact:** Vonnessa Goode-Knight (school year), Ali Urban (summer)  
[vgoodeknight@freedomhouse.com](mailto:vgoodeknight@freedomhouse.com), [aurban@freedomhouse.com](mailto:aurban@freedomhouse.com)

**Also, check out:** [www.freedomhouse.com](http://www.freedomhouse.com)

**Contact Phone:** (617) 318-1401, (617) 445-3705

### **Northeastern University Mural Club**

NU Mural Club aims to bring together Northeastern students and members of the greater Boston community in an effort to create city-wide artwork that represents the history and essence of the Boston neighborhoods. Our goal is to create long-lasting partnerships with the Boston community and to help enhance the visual aspect of these communities through our murals. Our members are those volunteers interested in the planning, organizing, and logistical aspect of our mural projects. This role includes communicating with potential Boston partners, sketching and collecting designs, visiting project sites, fundraising, and organizing project days. All members will have the opportunity to both plan for and take part in the mural projects. The Mural Club is also looking for volunteers who are more interested in the painting aspect of the project, and will be available to help on our project days. We stress the need for members who are enthusiastic about the behind-the-scenes work that makes our murals a success!

**For more information, contact:** MaryAlice Brislin at [brislin.m@husky.neu.edu](mailto:brislin.m@husky.neu.edu)

### **WGBH Volunteer Program**

WGBH is a local public broadcaster serving southern New England, with 11 public television services, three public radio services, and local productions that reflect the issues and cultural riches of our region. The participation of thousands of individual and group volunteers from more than 200 communities throughout New England is an important part of WGBH's success.

WGBH volunteers come from all different walks of life, but they have a few things in common: high energy and positive attitudes, great customer service skills and a passion for public radio and TV. There are many ways you can volunteer at WGBH, including providing tours of our Brighton studios; being a friendly face on TV during our live television pledge drives; representing WGBH as a Community Ambassador at community events; helping during televised auctions and lending your administrative skills to a variety of office projects. In addition, you could assist with WGBH events like live tapings, panel discussions and screenings.

Volunteer opportunities with WGBH come in all shapes and sizes. We have everything from one-time opportunities to helping out on a monthly or weekly basis. Please complete our online sign-up form to receive e-mail notifications regarding volunteer opportunities that match your interests, at [www.wgbh.org/volunteer](http://www.wgbh.org/volunteer) !

### **Edward M. Kennedy Academy for Health Careers**

Edward M. Kennedy Academy for Health Careers is a Boston Public School located on the NU campus that serves students in grades 9-12 from all over Boston. We are looking for mentors in the health, math, science, and related fields/majors to commit from late September to April to mentor a 9<sup>th</sup> grade student. Undergraduate and graduate students will be able to serve as a role model for 9<sup>th</sup> grade students to pursue higher education thus building the mentee's college and career readiness. You must be available on Wednesdays from 12:30 to 1:25 pm and other times would be based on your schedule. For more information, please contact Kristin Driscoll at [kdricoll3@boston.k12.ma.us](mailto:kdricoll3@boston.k12.ma.us) or visit the website at [http://kennedyacademy.org/apps/jobs/show\\_job.jsp?REC\\_ID=5681](http://kennedyacademy.org/apps/jobs/show_job.jsp?REC_ID=5681).

### **Cristo Rey Boston High School**

Cristo Rey Boston is a Catholic College Preparatory High School founded in 2004 and is part of the Cristo Rey Network. We are located in Dorchester, right across from the Savin Hill Subway stop. The school is committed to educating low-income students in the greater Boston area to achieve personal and academic success by using proven best practices for teaching and instruction. The school focuses on students who will be the first in their families to attend college. Our goal is to send all students to four year colleges.

Our students enter our school in 9<sup>th</sup> grade and are, on average, a year to a year and a half below grade level in math and English. We remediate these skills (basic math, grammar, essay writing) outside of the classroom, with extensive use of tutors, in order to be able to devote class time to our rigorous ninth grade curriculum. We are actively looking for tutors for this program, who can work with freshmen in basic math and grammar skills.

In addition, we are looking for tutors in a variety of academic subjects. Most in demand are math tutors (Algebra I & II, Geometry, Precalculus, and AP Calculus) and Science tutors (Chemistry and Physics). But we also consistently need tutors in the humanities – English, History, and Spanish. **Our** most successful tutors have often been college students – due to their dedication, recent experiences with much of the subject matter, and ability to relate to our students.

We run tutoring programs for 9<sup>th</sup> grade remediation throughout the school day (7:30-3:05) and tutor for academic coursework after school (3:15 on).

**For more information contact:** Meghan McNamara, Director of Academic Support

[mmcnamara@crstoreyboston.org](mailto:mmcnamara@crstoreyboston.org) or 617-825-2580 x29

**Or, visit their website:** [www.cristoreyboston.org](http://www.cristoreyboston.org)

### **Big Sister Association of Boston**

When was the last time you jumped rope? Shared a secret? Giggled with a girlfriend? By becoming a Big Sister, you get to experience the fun and friendship you had when you were young, while making a profound difference in the life of a girl. It's not rocket science, but the time you spend with your Little Sister can inspire her to do or become whatever she dreams (even if it is being a rocket scientist!).

Our vision is to create a mentor-rich community in which every girl has access to the individual nurturing, guidance and support she needs to become a confident, competent and caring adult. Using research-based best practices, we hope to become a national model for gender-specific mentoring for girls which can be replicated in other mentoring programs.

Big Sister offers convenient one-to-one and group mentoring experiences that will fit any schedule. While our programs vary in structure, all mentoring relationships share a fundamental purpose: to nurture girls' innate strengths and cultivate the confidence, competence, and caring they need to make their dreams a reality. Our program options allow women the flexibility to volunteer near where they work or where they live.

**For more information contact:** Nikki White at [nwhite@bigsister.org](mailto:nwhite@bigsister.org) or 617-236-5380

**OR visit their website at:** [www.bigsister.org](http://www.bigsister.org)

### **Boston Area Health Education Center (BAHEC)**

Boston Area Health Education Center's (BAHEC) Youth-to-Health Careers Program (Y<sub>2</sub>HC) serves to increase youth awareness and involvement in public and community health issues by providing meaningful opportunities to learn and grow, personally, professionally, and academically through academic enrichment, mentoring, internships, and college preparation.

BAHEC's Y<sub>2</sub>HC mentorship program is currently recruiting adult volunteers to mentor teens in academic support (Math, Science, and English) and health career exploration (for mentors majoring in the health and social sciences). Matches meet at BAHEC or in the community a minimum of 4 hours per month from November to May. This is a great opportunity to gain experience working with youth! Orientation and training is provided for all mentors.

**For more information contact:** Jessica Allen

[Jallen2@bphc.org](mailto:Jallen2@bphc.org) or (617) 534-2062

**OR visit their website at:** <http://www.bphc.org/programs/cafh/cah/CAHEd/bahec/Pages/Home.aspx>

### **Boys and Girls Clubs of Boston**

The mission of the Boys & Girls Clubs of Boston (BGCB) is to help young people; especially those who

need us most, build strong character and realize their full potential as responsible citizens and leaders. We do this by providing a safe haven filled with hope and opportunity, ongoing relationships with caring adults, and life-enhancing programs. Help us by volunteering to:

- Assist with daily activities in all of our program areas: Aquatics, Athletics, Arts, Education, Technology, Music, and Social Recreation. These activities range from tutoring youth to teaching a workshop to playing games in the gym.
- Mentor a child. BGCB is looking for responsible and committed students to participate in our mentoring program. Mentors are asked to commit to 1.5 hour long session per week for a span of eight months.
- Volunteer for a day on your own or with friends. Contact Kim Lienhoop at [Lienhoop.k@husky.neu.edu](mailto:Lienhoop.k@husky.neu.edu) for more information.

If you're interested in volunteering regularly, please apply at [http://bgcb.org/donate\\_volunteer.cfm](http://bgcb.org/donate_volunteer.cfm).

**For more information contact:** Kim Lienhoop at [Lienhoop.k@husky.neu.edu](mailto:Lienhoop.k@husky.neu.edu)  
or 617-516-5420

**OR visit the website at:** [www.bgcb.org](http://www.bgcb.org)

### **Breakthrough Cambridge**

Breakthrough Cambridge (BTC) is a year-round academic enrichment program that creates paths to college for Cambridge Public School students with high potential but limited opportunities, while promoting careers in education. Using a student's-teaching-students model, BTC provides dynamic, tuition-free academic programs in the summer and during the school year. Our students commit to completing two years of our intensive after-school and summer programs during middle school. In return, BTC commits to providing six years of academic support, lasting throughout high school and culminating in hands-on assistance to students as they apply to college.

Beginning junior year, BTC works one-on-one with students through each step of the college application process. We are seeking several College Access Coaches, who will be trained to work with our 11<sup>th</sup> and 12<sup>th</sup> grade students throughout their college application process. Each coach will be matched with 1-2 students based on availability, and must commit to approximately 1-2 hours per week per student. We prefer a 1-year commitment but are open to discussing the possibility of single semesters. The College Access Coach is a volunteer position which nonetheless requires a serious and consistent commitment. Given the nature of this work with students, undergraduates, graduate students, and young professionals are all welcome to apply.

**For more information contact:** Ameer Naik at [anaik@breakthroughcambridge.org](mailto:anaik@breakthroughcambridge.org) or 617-349-6647

**Or visit their website:** [www.breakthroughcambridge.org](http://www.breakthroughcambridge.org)

### **Centro Presente**

Centro Presente is a non-profit located in Somerville, which seeks to achieve economic and social justice through the integration of community organizing, leadership development and other basic services. Volunteers would have the opportunity to engage in many areas such as adult education, youth organizing, civic participation, workers rights, and the legal department. We are always looking for dynamic volunteers who are personally committed to immigrants' rights, the self-determination of the community and other social justice issues.

**For more information contact:** Patricia Montes

[pmontes@cpresente.org](mailto:pmontes@cpresente.org) or (617) 629-4731

**OR visit their website at:** [www.cpresente.org](http://www.cpresente.org)

### **Citizens Schools**

Citizen Schools invites community volunteers into an urban middle school classroom to teach a hands-on apprenticeship for 90 minutes a week over the course of a semester. These volunteers, supported by Citizen Schools staff, can choose to teach this experiential learning project on any topic of their choosing, from drama to living green to entrepreneurship. Together, the volunteers and staff will create lessons and activities that help students gain a better understanding of the topic for each of the ten weeks of the apprenticeship. After ten weeks, the students will have the chance to showcase all they have learned in a final project presented to their friends and the community. By the end of the semester volunteers will have formed a deeper connection to their classmates, coursework, and the middle-school students and will be proud of how much they have accomplished. We invite all members of the Northeastern community to teach what it is you know and love to our students.

**For more information contact:** Stacey Harris at [staceyharris@citizenschools.org](mailto:staceyharris@citizenschools.org) or 617-695-2300 x 1168

**Or Visit their website at:** [www.citizenschools.org](http://www.citizenschools.org)

### **Discover Roxbury**

Volunteers help us put together our tours and events. With our tight budget and small staff, we could not do many of our programs without their help. An ideal volunteer should be: comfortable around people of all ages, detail-oriented, responsible and independent.

Exciting things about volunteering with us include working in an historic 18th-century house, being next to a beautiful park for breaks, having access to a ton of historic information about Roxbury and Boston, and having an opportunity to connect with the fabric of the community. Volunteers can also attend tours and events at reduced rates or sometimes for free. A light meal or snack is often available when helping with prep for the culinary events.

Year Round Volunteer Opportunities include:

- Data entry and minimal web-based research
- Uploading tour and event information to online calendars

- Delivering brochures to bookstores, cafes, libraries
- Forwarding information about our events on Facebook
- Tweeting about upcoming events
- Photographing tours and events for use on Discover Roxbury's website and Flickr page
- Organizing, updating, and cataloging files (you will be fascinated by the nuggets of Roxbury history you will find while doing this)
- Shooting video of Roxbury artists being interviewed for a public art project (about 20 hours total time with the interviewer)
- Troubleshooting tech issues with faxes and printers

Event Specific Volunteer Needs include:

- Setting up and breaking down tables, chairs, and decorations for the afternoon teas and the annual fundraiser
- Minimal sweeping and weeding/gardening before the Under the Roxbury Sun dinner
- Being on-tour for quick bike repairs (flat tires, stuck gears, etc) during the bike rides
- Picking up donations (beverages, art, supplies, etc) for the annual fundraiser (car may be necessary)

If you have time to volunteer, please contact us to learn how you can help and be prepared to tell us your availability.

**For more information contact:** Marcia at [marcia@discoverroxbury.org](mailto:marcia@discoverroxbury.org) or 617-427-1006.

**OR visit their website at:** [www.discoverroxbury.org](http://www.discoverroxbury.org)

### **Dr. Matthew S. Shwartz Hospice & Palliative Care**

Lay volunteers at Dr. Matthew S. Shwartz provide practical and emotional support to patients and families. Volunteers are carefully chosen and trained, and their services are designed to supplement the professional services offered by Hospice staff. Some examples of things they can do for you include:

1. Provide relief for the family member who is the primary caregiver.
2. Help with errands, such as grocery shopping, picking up prescriptions, delivering equipment
3. Help with meal preparation.
4. Provide transportation to doctor's office or other appointments.
5. Take patient or family member shopping, out for lunch, to run errands, etc.
6. Do light housework or gardening.
7. Visit patients in their homes or at in-patient facility.
8. Provide childcare.
9. Read to patients
10. Help patients write letters.

Although volunteers cannot provide physical care for patients, they can do many things that add to

the comfort and quality of life for patients and families. Volunteers welcome the chance to help in whatever way they are needed.

**For more information contact:** David Dismas, Volunteer Coordinator

[ddismas@shwartzhospice.org](mailto:ddismas@shwartzhospice.org) or 617-336-7221

**Or visit the website:** [www.shwartzhospice.org](http://www.shwartzhospice.org)

### **GoodGuides Youth Mentoring Program**

The GoodGuides Youth Mentoring Program matches youth ages 12 to 17 with committed, caring adults in one-on-one relationships for a year. Through these relationships, as well as recreational and group activities, Mentors provide friendship, support, and guidance to help ensure these young people reach their potential. Mentors and their Mentees meet for at least 4 hours per month and participate in activities that they both enjoy. Goodwill provides comprehensive training and support to ensure the success of each Mentor match.

GoodGuides is committed to helping youth, by providing structured and supportive relationships with trusted peer and adult mentors. The purpose of this program is to help youth build career plans and skills, prepare for school completion or encourage high school diploma equivalency tutoring and examinations, and post-secondary training.

We are recruiting both adult volunteers and youth to become a part of this exciting program.

**For more information contact:** Crystal Watson

[cwatson@goodwillmass.org](mailto:cwatson@goodwillmass.org) or (617) 541-1209

**OR visit their website at:** [www.goodwillmass.org](http://www.goodwillmass.org)

### **HeadCount**

HeadCount is a non-partisan, not-for-profit organization which aims to register youth voters at concerts nationwide. Since 2004 they have registered over 150,000 voters and hope to register another 15,000 for the 2010 midterm elections this fall.

HeadCount is looking for field volunteers to come out and help register voters at concerts around the Boston area. Volunteers for events should show up one hour prior to doors opening, and are expected to help their team leader set up the booth. Once doors open volunteers are asked to canvas the venue and register voters prior to the start of the opening act and during setbreak. Volunteers are free to go watch the show and have a good time during the headliners sets, and will all receive comped admission for the shows they work.

Volunteers should be professional, driven, goal-oriented, politically aware, and dependable. Prepare to play a big role, as team leaders will look to volunteers to help organize, communicate, canvas, register, and share any ideas and initiative they may have. From community organizers in New York

City to graphic designers in Colorado to green energy consultants in California, HeadCount relies on volunteers for fulfill our mission of inspiring participation in democracy through the power of music. With residencies at the House of Blues, the Royale, and the Paradise: volunteers can choose from dozens of great shows a month to come out and work. Examples of past HeadCount shows this year include John Mayer, Phish, Jack Johnson, MGMT, DeadMou5, Dave Matthews Band, STS9, My Morning Jacket, Cake, Bassnectar, Umphrey's McGee, She and Him, Tom Petty, and many many more. If you are interested in volunteering please go to <http://www.headcount.org/volunteer/> to create a volunteer profile and sign up for shows.

**For more information contact:** Liz O'Donnell at [lizo@headcount.org](mailto:lizo@headcount.org) or (339) 927-6629  
**OR visit their website at:** <http://www.headcount.org/volunteer/>

### **Home Inc,**

HOME, Inc. (Here-in Our Motives Evolve) was founded to develop the talents of inner city teenagers, youth organizations and schools in media and communications. HOME, Inc. is starting up a mentoring program to connect high school students studying media with either working professionals in the field and or college/graduate students studying media. The program is being piloted at English High in Jamaica Plain. At its most basic level, our program will connect students with a caring adult, which they might not have. Mentors can also help students clarify life goals particularly as it relates to career paths in media. Most high school students are unaware of the multitude of career opportunities in media - both in front and behind the camera. Mentors who are pursuing their studies in these fields can open our students' horizons to the variety of opportunities and the skills needed to take advantage of these opportunities. Beyond just simply educating students about these possibilities, mentors can help their mentee consider the steps that are necessary to apply and be successful in pursuing a post-secondary education. Mentors are expected to make a minimum twelve-month commitment, one-hour per week (except when school is not in session).

**For more information contact:** Bruce Dillenbeck  
617-427-7663 or [brucedillenbeck@homeinc.org](mailto:brucedillenbeck@homeinc.org)  
**Or Visit our website:** [www.homeinc.org](http://www.homeinc.org)

### **Horizons for Homeless Children**

You don't see them on the streets. In fact, you're probably not aware of them at all. But there are 100,000 of them right here in Massachusetts. They're homeless children. Child and family homelessness is a crisis in our community. Homeless kids are often transient, staying in shelters when they can, and even living in cars with their families. So they're out of sight, and unfortunately, out of mind. Horizons for Homeless Children is here to help them. And you can help, too. Horizons for Homeless Children is dedicated to improving the lives of homeless children and their families. Our programs and services help these kids learn and grow, and help their families return to self-sufficiency. Join us in making a difference. Become a volunteer and spend just 2 hours a week playing

with young homeless children in statewide family shelters. Anything helps.

**For more information contact:** The Volunteer Coordinator

At 1-(800) 560-7702

**OR visit their website at** [www.horizonsforhomelesschildren.org](http://www.horizonsforhomelesschildren.org)

### **Institute for Justice & Democracy in Haiti (IJDH)**

The Institute for Justice & Democracy in Haiti (IJDH) is a 501(c) 3 nonprofit that fights for the human rights of Haitians who have few or no resources to advocate for themselves. Along with our partner organization in Haiti, the Bureau des Avocats Internationaux (BAI), we represent women and girls who survive gender-based violence, the unjustly imprisoned, victims of political persecution and families displaced by the earthquake seeking safer and permanent shelter. IJDH coordinates grassroots advocacy in Haiti and the US, trains human rights advocates in Haiti, and disseminates human rights information worldwide.

IJDH volunteer positions are ideal for an undergraduate or graduate student interested in global human rights advocacy and in the administration, operation and funding of small nonprofits.

IJDH is convenient to the Andrews Square Red Line Station on the MBTA and is located **at 666 Dorchester Avenue in South Boston.**

The following positions are for Interns (academic credit optional) and Volunteers:

**Development and Administration:** Part Time and Full Time Positions at IJDH office in South Boston Starting September 2011.

**Social Media:** Part Time and Full Time Positions Starting September 2011.

**Web Design:** Immediately and September 2011. Part Time and Full Time Positions with flexible schedule and opportunity to work remotely.

**Volunteer Coordinator:** Part Time with a flexible schedule including working at IJDH office in South Boston and remotely. Starting September 2011.

### **John F. Kennedy Elementary School**

The John F. Kennedy is a K-5 school in Jamaica Plain (near Heath St.) that provides a caring, safe, supportive and nurturing learning environment for students. As a turnaround school in Boston, our staff, students and families are committed to improving the academic achievement of all JFK students. We seek community volunteers to provide classroom academic support, individual tutoring, or mentoring that will enrich the lives of our students and support their efforts to be successful.

**For more information contact:** Lilly Guttenplan, LICSW City Connects School Site Coordinator at [jfkcconnects@gmail.com](mailto:jfkcconnects@gmail.com) or 617-635-8127

**Or visit the website:** <http://www.bostonpublicschools.org/node/465>

### **MissionSafe of Roxbury**

MissionSAFE is a youth development program that works with adolescents and teens from neighborhoods whose poverty and violence put them at risk. Our goal is create safe spaces where youth are nurtured, challenged and encouraged to reach their full and unique potential.

MissionSAFE works intensely with youth in programming that centers on healthy youth-adult relations, mentoring by college students, leadership development, academic support, communication and conflict resolution skills, critical thinking and values development, community service, civic engagement, college and career exploration, and development of job readiness skills.

We are seeking volunteers to work with our participants as mentors and homework tutors. The hours for homework tutoring are Monday - Thursday from 3:00 - 4:30. Volunteers who do homework tutoring are also invited to attend our workshops, community service activities, and fun field trips from 4:30 - 6pm, and sometimes later into the evening. We are also looking for volunteers who are interested in leading workshops on topics of their interest such as studio art, fashion design, and writing/poetry.

**For more information contact:** Thomas Washington at [Thomas.Washington@missionsafe.org](mailto:Thomas.Washington@missionsafe.org) or (617) 427-0377

**OR visit their website at:** [www.missionsafe.org](http://www.missionsafe.org)

### **Nathan Hale Elementary School**

The mission of the Nathan Hale Parent Council is to plan, support and coordinate events that enrich and strengthen the school community. There are two opportunities available to volunteers. The Hospitality team's job is to sit at the welcome table to greet guests and issue badges/passes to visitors. Volunteers are needed Monday through Thursday 1-2:30pm. The Wellness Team Assistant's responsibilities would include preparing and serving fresh fruit to students during lunch hour, and collecting and filing data submitted by students to the Wellness Team. Volunteers are needed Fridays 10-2:30pm.

**For more information contact:** Asha Jeffers at [ladyjeffers@gmail.com](mailto:ladyjeffers@gmail.com) or (781) 510-9215

**OR visit their website at** [www.nathanhaleschool.org](http://www.nathanhaleschool.org)

### **Newton Community Center**

Newton Community Service Center (NCSC) is a multi-service agency that strengthens children, youth, families and communities through educational programs and a network of support services. We promote social and emotional wellness and continuity of care. The agency serves a racially, ethnically, economically, and culturally diverse population from Newton, Waltham and surrounding

communities.

For individuals and families from childhood to mature years, NCSC fulfills our mission through education enrichment programs and support services. We have developed a unique ability to nurture parent/child and teacher/student relationships and use them to enhance growth and development at every stage of life. The organization serves the community through four distinct and well-integrated program areas:

- Early education and child care
- Family counseling, education and support
- Teen enrichment
- Volunteer service opportunities for adults 55+

Volunteer Opportunities include: Teacher Assistants in early education classrooms, grants researcher, fundraising database coordinator, general office assistance, internal communications assistant to the executive director.

**For more information contact:** Claire Kashuck at [ckashuck@ncscweb.org](mailto:ckashuck@ncscweb.org) or 617-969-5906 ext. 210

**Or visit the website:** [www.ncscweb.org](http://www.ncscweb.org)

### **NuPath**

NuPath's (formerly CMARC) mission is to support people with disabilities as they direct their own lives and destinies. Since 1968, NuPath has helped more than 3000 people live more independent lives. The people NuPath serves learn through "hands on" experiences in training programs, at job sites in the community, and from Vocational, Day Habilitation, and Residential programs. The ultimate goal is to ensure that the people we serve have the opportunity to reach their full potential and become vital, productive members of the larger community.

There are many volunteer opportunities available within the organization. Some examples of volunteer opportunities are spending one-on-one time with the individuals served, teaching a class to a group of people, and joining the Garden Club to plant gardens at one of our residential homes.

**For more information contact:** Jennifer Burns  
[jburns@nupathinc.org](mailto:jburns@nupathinc.org) or (781) 935-7057 x 3092

### **Parkside Christian Academy**

Parkside Christian Academy/Cross Factor (the High School) is an independent, coeducational, non-denominational Christian day school approved by the city of Boston. The purpose of Parkside Christian Academy is to provide a facilitating for the mastery of reading, language, math, arts, sciences, and the basics of Christianity for the following classes: Preschool-High School. PCA is a safe and nurturing environment. We are privately situated on 4-plus acres in a quiet residential neighborhood in Jamaica Plain, across from Franklin Park, and near Arnold Arboretum.

The following are our volunteer opportunities:

**Tutors:**

Parkside Christian Academy is currently seeking volunteers who are available for tutoring in subjects of Math, Science, English Language Arts, Spanish, Humanities, and Bible. Volunteers must be working towards a degree and or graduate students. A love to learn and a passion for working with youth is highly encouraged!

**After School Volunteers:**

Great For: Groups, seniors, Teens Service

Area(s): Sports and Recreation,

Children and Youth Skills: Youth Worker/ Childcare/Teacher / Trainer/Computer / Tech Support

Hourly Commitment: 2hrs/day

Number of Positions: 7

**For more information contact:** Mrs. Becky Cruz-Crosson

[bcruzcrosson@parksideca.org](mailto:bcruzcrosson@parksideca.org) or 617-522-1841

**Or visit their website at:** [www.parksideca.org](http://www.parksideca.org)

**Partners for Youth with Disabilities**

Partners for Youth with Disabilities (PYD) is a community based non-profit organization in Boston. Since 1985, PYD's Mentor Match program has had a tremendous impact on thousands of youth with disabilities by connecting youth to adult role models in meaningful one-to-one mentoring relationships. Currently we have over 30 eager mentees in Boston waiting to be matched. Our goal this year is to make those matches by cooperating with community centers and volunteer engagement offices in the Greater Boston so that as a team, our efforts will impact the life of youth with disabilities in our area.

Our mentors receive training, ongoing support, and ideas for match activities. Mentors meet with their mentees once a month in person for at least one year and communicate with their mentee via phone or email once a week. All mentors complete an interview, training, and CORI/SORI Intellicorps background check. Experience with disabilities is not mandatory and mentoring is a terrific opportunity to become familiar with the disability community. Other benefits of mentoring include resume building, as mentoring displays reliability, responsibility and commitment, and the life experience of forming a true friendship with another person. Mentoring works, make it happen!

**For more information contact:** Jeff Lafata at [jlafata@pyd.org](mailto:jlafata@pyd.org) or 617-556-4075 x18

**Or visit their website at:** [www.pyd.org](http://www.pyd.org)

**Phineas Bates Elementary School**

Great opportunity to get your foot-in-the door with Boston Public Schools and experience working with grades K1 - 5. Help us implement an organized games curriculum during our lunch and recess

periods. Experience working with kids and skills in managing groups of students is helpful, but we are willing to train. Successful volunteers will be offered a letter of recommendation from the principal and consideration for any available openings.

**For more information contact:** Kelly Hung  
[khung@boston.k12.ma.us](mailto:khung@boston.k12.ma.us)

### **Phoenix Charter Academy Mentoring Program**

Interested in closing the achievement gap? Want to share your college experience with high school students? Interested in meeting really amazing students? If you've said yes to any of these questions, join our Phoenix Charter Academy Mentoring Program!

Phoenix Charter Academy is a tuition-free, independent public charter high school located in Chelsea, Massachusetts. PCA works to close the achievement gap between academically underperforming adolescents by partnering rigorous academic work with relentless support. Ultimately, PCA provides students with the tools necessary to achieve high school graduation and college success.

Imperative to this success is exposure to college life. The PCA Mentoring Program provides an opportunity for high school students to build relationships with college students, learn about college level classes, student life, and financial aid. Mentors will spend a few hours a week exposing students to college life. Activities include lunch on campus, sitting in a class, spending time in the student union. The school year will culminate with a "Day in the Life of a College Student" Fair held at PCA. Be part of our mission, build relationships with students, and ensure our students success in college!

**For more information contact:** Hayley Bentley  
[hbentley@phoenixcharteracademy.org](mailto:hbentley@phoenixcharteracademy.org) or 603-728-8376  
**OR visit their website at** [www.phoenixcharteracademy.org](http://www.phoenixcharteracademy.org)

### **Playworks**

Playworks places a well-trained and enthusiastic full-time program coordinator, or "coach," in partner schools. The coach oversees the delivery of Playworks' comprehensive full-day program model, which includes the following elements:

- Recess: Facilitating safe, meaningful and inclusive activities during recess every day for all students;
- Class Game Time: Working collaboratively with teachers to deliver programming aimed at developing students' leadership and conflict resolution skills and using play to reinforce academic learning;
- Junior Coach Program: This innovative leadership model allows the program coordinator to identify and train 15 excellent student leaders who become "coaches" by helping to lead games at recess,

resolve school yard conflicts and serve as positive role models within the school community;

- After-School Program: Providing high quality programming during the critical hours after school, supplying a healthy snack, homework and academic coaching and an additional opportunity for physical activity;
- Interscholastic Athletic Leagues: Coaches organize and coach non-competitive interscholastic sports teams throughout the school year for 4th and 5th grade students, aimed at skill development, providing a team experience and teaching positive sporting behavior.

To learn how you can help bring safe, healthy play to all children by volunteering at Playworks

**For more information contact:** Max Fripp at [mjohnson@playworks.org](mailto:mjohnson@playworks.org) or 1-617-553-4476

**Or visit the website:** [www.playworks.org](http://www.playworks.org)

### **Recording for the Blind & Dyslexic**

Recording for the Blind & Dyslexic (RFB&D, Learning Through Listening) is seeking volunteers to record fiction, nonfiction, and textbooks in our modern, digital audio recording studio in Cambridge. RFB&D is a 60-year-old national organization that maintains a 580,000-title educational digital-audio lending library for students who cannot read standard print. Students can order CDs, or they can download their audio textbooks via the internet (90,000 books downloaded just this year!). With 560,000 books in circulation, RFB&D serves more than 250,000 individuals with visual and learning disabilities each year. An educational miracle made possible by your voice. Our volunteers' record books in a wide array of fascinating subject areas at all grade levels. There is an urgent need for readers of science and math texts. It's rewarding and fun, and we provide all necessary training and support. Convenient to the "T," plenty of parking, ultimately convenient and flexible scheduling and degree of time commitment. Please come and add your voice to ours.

**For more information contact:** Volunteer Coordinator at [volboston@rfd.org](mailto:volboston@rfd.org)

**OR visit their website at** [www.rfd.org](http://www.rfd.org)

### **St. Ambrose Family Shelter**

The St. Ambrose Family Shelter, part of Catholic Charities Bureau of the Archdiocese of Boston, is a family homeless shelter located in the Fields Corner section of Dorchester. The goal is to provide shelter, support, education and hope for homeless families in transition. In the process of assisting these families in their search for decent, safe, and affordable housing, the St. Ambrose Shelter strives to prepare them to live successfully and independently by providing access to formal education, basic skills training, and English as a second language classes.

Volunteers complete service projects within the shelter and on its grounds. Volunteers are needed for everything from painting and cleaning to organizing storage rooms and our food pantry. Volunteers

also do grounds beautification, outdoor clean-up, and help with our gardens. St. Ambrose usually hosts groups of 4-20 volunteers, depending on the project that needs completion.

**For more information contact:** Meghan Creighton at [meghan\\_creighton@ccab.org](mailto:meghan_creighton@ccab.org) or (617) 288-7675  
**OR visit their website at:** [www.ccab.org](http://www.ccab.org)

### **United Planet**

As an international non-profit organization, United Planet strives to create a world in which all people understand, respect, and support one another. United Planet's global network of leaders and volunteers fosters cross-cultural understanding and addresses shared challenges to unite the world in a community beyond borders. United Planet's Quest Volunteer Abroad programs are designed to expose our common human bonds, generate respect and appreciation for our cultural, racial, and religious diversity, and enrich lives of our neighbors worldwide. Through local partnerships, Quest programs provide meaningful volunteer experiences and support for communities in over 40 countries. In doing so, United Planet empowers people of all ages to form genuine cross-cultural relationships while making a direct impact on the world. Programs include: Short-Term Quests (1 to 12 weeks) and Long-Term Quests (6 months to 1 year). Quest programs include cultural activities and learning excursions in addition to working with a local project. Volunteers of all ages, nationalities and backgrounds can participate as individuals or in groups.

**For more information contact:** Dave Santulli at [marketing@unitedplanet.org](mailto:marketing@unitedplanet.org) or (617) 267-7763  
**Or visit their website at:** [www.unitedplanet.org](http://www.unitedplanet.org)

## ***Jobs/Internships***



### ***Development Assistant Intern***

**Preferred Minimum Commitment: 15+ hours/week**

**Mission:** *Teen Voices* supports and educates teen girls to amplify their voices and create social change through media.

Under direction of the Development Associate and other development staff, Development Intern will work to achieve the following **organizational goals**:

1. Ensure Teen Voices' financial viability by acquiring community investment through foundation

- grants, corporate giving, government funding, and volunteer participation.
2. Increase participation of community members in organizational activities through mentorships, internships, committee involvement, and other volunteer opportunities.
  3. Grow Teen Voices' individual donor base through planning and execution of special events.
  4. Develop a committed and active membership base through increased communication via marketing and e-marketing initiatives.

**Development interns will assist in the following endeavors:**

1. Growing current sources of funding through research on foundation, corporate, and government grants.
2. Grant-related communications including assembling packets and mailing grant proposals. Interns may also have the opportunity to draft grant proposals.
3. Updating organization-wide database and maintaining development filing system.
4. Outreach to Teen Voices' network of supporters through mailings.
5. Planning and executing of special donor cultivation events.
6. Developing collateral materials using design software.
7. Other duties as assigned.

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***\*Women of color strongly encouraged to apply\****

*Please email, mail, or fax your resume and cover letter to:*

*Ms. Erica Mace, Teen Voices, 80 Summer Street, Suite 400, Boston, MA 02110*

*Email: [hr@teenvoices.com](mailto:hr@teenvoices.com)*

*Fax: (617) 426-5577 Phone: (617) 426-5505 x34*

*Check out our website: [www.teenvoices.com](http://www.teenvoices.com)*

***Editorial Assistant***

**Preferred Minimum Commitment:** 10+ hours/week

**Mission:** *Teen Voices* supports and educates teen girls to amplify their voices and create social change through media.

**Goals:** To ensure that the editorial quality of *Teen Voices* and Teen Voices Online meets professional standards and to ensure *Teen Voices* creates a place where teen women of diverse backgrounds can share their voices.

**Possible tasks during internship:**

1. Conduct background research on given topics.
2. Fact check articles that have already been written.
3. Input content and copy edits into article copy and proofs.
4. Offer ideas about editorial content that should be covered.
5. Set up, conduct, and transcribe interviews.
6. Write short pieces.
7. Contact publishers or record companies for review copies.
8. Coordinate teen writers and reviewers.
9. Update a variety of editorial information.
10. Maintain filing systems.
11. Manage and process incoming submissions of writing and artwork.
12. Respond to email inquiries from teens and the public.
13. Help handle hard-copy correspondence (e.g. , sending out print magazine).
14. Assist with general editorial support tasks.

**General work requirements:**

- Arrive for work and meetings promptly, and adhere to Teen Voices Inc.'s policies regarding attendance.
- Show good judgment when working within or representing Teen Voices Inc.
- Consistently pursue opportunities to improve personal and professional effectiveness through solicitation of feedback, training, education, and seeking out of challenging assignments.
- Interweave your passions and interests into your volunteer responsibilities.
- Put skills and knowledge to good use; take full advantage of time for the benefit of the organization.
- Gain a clear definition of your specific responsibilities and job duties and how they complement our mission.
- Regularly record hours and tasks in the volunteer log.
- Ask for guidance when needed.
- Approach tasks with a good attitude and generally positive demeanor.
- Get results, accomplish objectives, and see projects through to completion; be the type of person who can be relied upon to finish a task with the appropriate level of self-directed action.

*Please email or mail your resume, cover letter and non-fiction writing sample to:*

*Ms. Sarah Binning, Teen Voices, 80 Summer Street, Suite 400, Boston, MA 02110*

*Email: [hr@teenvoices.com](mailto:hr@teenvoices.com)*

*Phone: (617) 426-5505 x16*

*Check out our website for more info: [www.teenvoices.com](http://www.teenvoices.com)*

***Editorial Mentor***

**Mission:** Teen Voices supports and educates teen girls to amplify their voices and create social change through media.

**Goals:** To assist teen girls in achieving marketable job skills and increased self-esteem, to create a safe space for program participants, and to provide educational community programming while creating content for publication in *Teen Voices*.

Editorial Mentors at Teen Voices gain both professional journalism and publishing experience while still getting the benefits of hands-on volunteer work. They meet with 2-3 of the teen girls in our program and guide them through the process of creating a feature piece for our internationally distributed print and online magazine. Mentors guide their girls through everything from brainstorming and researching to writing, fact-checking, and editing.

**Important Dates:** Mentor Orientation will be held at the Teen Voices office in February. The session ends with our Spring Awards Ceremony in early May.

**Responsibilities:**

1. Attend mentor orientation facilitated by editorial and program staff prior to first week of mentoring.
2. Meet with teens twice a week for 2 hours at a time. Mentoring can take place Mondays through Thursdays between the hours of 3:00 p.m. and 6:30 p.m. depending on individual availability (i.e. Mondays & Wednesdays, 3:30 – 5:30, Tuesdays & Thursdays, 4 –6, etc.).
3. Help your teens work through the editorial process from an initial proposal to a final edit (including researching, writing, editing, and more editing).
4. Develop headlines, sidebars, quizzes, artwork ideas, and conduct any interviews necessary for your assigned topic.
5. Meet regularly with the Features Editor to make sure your work is progressing and to address any concerns that may arise.
6. Deliver weekly progress reports to Editor (via e-mail).
7. Be proactive in helping mentees do their best work. Seek guidance when needed.
8. Be an open and honest role model for teens.

**Teen Voices general volunteer expectations:**

- Arrive for work and meetings promptly, and adhere to Teen Voices' policies regarding attendance.
- Show good judgment when working within or representing Teen Voices, Inc.
- Display good organizational and time management skills.
- Consistently pursue opportunities to improve personal and professional effectiveness through solicitation of feedback, training, education, and challenging assignments.
- Interweave your passions and interests into your volunteer responsibilities.
- Put skills and knowledge to good use; take full advantage of time for the benefit of the organization.

- Regularly record hours and tasks in the volunteer log.
- Approach tasks with a good attitude and generally positive demeanor.
- Get results, accomplish objectives, and see projects through to completion; be the type of person who can be relied upon to finish a task with the appropriate level of self-directed action.

### ***Marketing Assistant Intern***

**Preferred Minimum Commitment:** 10+ hours/week

**Mission:** *Teen Voices* supports and educates teen girls to amplify their voices and create social change through media.

**Goals:** To provide administrative support to marketing and editorial staff, distribute and promote *Teen Voices* brand via healthy relationships both with individuals, organizations, and online, and help create a supportive and enriching environment for teen women.

**Objectives:**

5. Develop a committed and active membership base through increased communication via marketing and e-marketing initiatives. Assist in creation of daily tweets and Facebook posts.
6. Assist in membership retention by executing marketing and e-marketing initiatives, including development of monthly e-newsletter.
7. Promote *Teen Voices* on a local and national level by assisting in the coordination of public relations for national and local media including: managing press file, editing press releases, and distribution of PR via Constant Contact.
8. Assist in the distribution of *Teen Voices* magazine by reaching out to local and national events. Mail and ship complementary magazines to events, organizations and potential members

**General work requirements:**

- Must be willing to learn Constant Contact.
- Must be willing to learn DonorPerfect.
- Arrive for work and meetings promptly, and adhere to Teen Voices Inc.'s policies regarding attendance.
- Show good judgment when working within or representing Teen Voices Inc.
- Consistently pursue opportunities to improve personal and professional effectiveness through solicitation of feedback, training, education, and seek out challenging assignments.
- Interweave your passions and interests into your volunteer responsibilities.
- Put skills and knowledge to good use; take full advantage of time for the benefit of the organization.
- Regularly record hours and tasks in the volunteer log.
- Ask for guidance when needed.
- Approach tasks with a good attitude and generally positive demeanor.
- Get results, accomplish objectives, and see projects through to completion; be the type of person who can be relied upon to finish a task with the appropriate level of self-directed action.

***Program Assistant***

**Preferred Minimum Commitment: 10+ hours/week**

The **Program Assistant** is responsible for assisting the *SHOUT! (Students Helping Other Unheard Teens)* program staff in administering this innovative after school youth development training program for primarily low-income teen girls from the Boston area.

**Goals:** To provide administrative and organizational support for staff, to ensure the quality of all programming, and to help create a supportive and enriching environment for teen participants.

**Objectives:**

0. Work alongside the Program Coordinator to set up workshops, field trips, and special events.
1. Communicate with in-house departments and external funders to coordinate daily functioning of the *SHOUT!* program.
2. Initiate correspondences to pursue collaborations with other organizations.
3. Publicize Teen Voices internships and volunteer opportunities by updating job listings and finding new opportunities for recruitment and outreach.
4. Assist in the design of promotional materials and copy for special events.

**General work requirements:**

- Candidates must have excellent organizational skills, familiarity with Microsoft Office (including Word, Excel, Publisher and Outlook), an outgoing personality, and the ability to multi-task.
- Arrive for work and meetings promptly, and adhere to Teen Voices Inc.'s policies regarding attendance.
- Show good judgment when working within or representing Teen Voices Inc.
- Consistently pursue opportunities to improve personal and professional effectiveness through solicitation of feedback, training, education, and seek out challenging assignments.
- Interweave your passions and interests into your volunteer responsibilities.
- Put skills and knowledge to good use; take full advantage of time for the benefit of the organization.
- Gain a clear definition of your specific responsibilities and job duties and how they complement our mission.
- Regularly record hours and tasks in the volunteer log.
- Ask for guidance when needed.
- Approach tasks with a good attitude and generally positive demeanor.
- Get results, accomplish objectives, and see projects through to completion; be the type of person who can be relied upon to finish a task with the appropriate level of self-directed action.

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Please email your resume and cover letter to Erica Mace at [hr@teenvoices.com](mailto:hr@teenvoices.com) or mail them to:

Ms. Erica Mace, Teen Voices, 80 Summer Street, Suite 400, Boston, MA 02110

Phone: (617) 426-5505 x34

[www.TeenVoices.com](http://www.TeenVoices.com)

***\*Women of color strongly encouraged to apply\****

### ***Editorial Art Assistant***

**Preferred Minimum Commitment:** 10+ hours/week

**Mission:** *Teen Voices* supports and educates teen girls to amplify their voices and create social change through media.

**Goals:** To ensure that the editorial quality of *Teen Voices* and [www.teenvoices.com](http://www.teenvoices.com) meets professional standards and to ensure *Teen Voices* creates a place where teen women of diverse backgrounds can share their voices.

#### **Possible tasks during internship:**

15. Conduct background research on given topics.
16. Reach out to girl-serving organizations and organizations such as Deviantart.com to solicit art work from girls.
17. Organize, file, and maintain art submissions from teen girls around the world. Help obtain and track consent forms.
18. Offer ideas about art content that should be paired with articles and/or published.
19. Help implement our "artist of the month" contest, rules, and regulations.
20. Help judge the artwork submitted for the art contests.
21. Contact publishers, record companies, and TV and film networks for permission to publish images of book, CD, and movie covers.
22. Coordinate teen artists to submit work.
23. Update a variety of editorial art information and files.
24. Manage and process incoming submissions of writing and artwork and accompanying consent forms.
25. Respond to email inquiries from teens and the public.
26. Assist with general editorial support tasks.

#### **General work requirements:**

- Arrive for work and meetings promptly, and adhere to Teen Voices Inc.'s policies regarding attendance.

- Show good judgment when working within or representing Teen Voices Inc.
- Consistently pursue opportunities to improve personal and professional effectiveness through solicitation of feedback, training, education, and seeking out of challenging assignments.
- Interweave your passions and interests into your volunteer responsibilities.
- Put skills and knowledge to good use; take full advantage of time for the benefit of the organization.
- Gain a clear definition of your specific responsibilities and job duties and how they complement our mission.
- Regularly record hours and tasks in the volunteer log.
- Ask for guidance when needed.
- Approach tasks with a good attitude and generally positive demeanor.
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*Ms. Sarah Binning, Teen Voices, 80 Summer Street, Suite 400, Boston, MA 02110*

*Email: [hr@teenvoices.com](mailto:hr@teenvoices.com)*

*Fax: (617) 426-5577 Phone: (617) 426-5505 x16*

*Check out our website for more info: [www.teenvoices.com](http://www.teenvoices.com)*

### **Executive Office of Labor and Workforce Development (EOLWD)**

The Executive Office of Labor and Workforce Development (EOLWD) is a cabinet-level agency that serves job seekers, apprentices, union members, claimants, employers, attorneys, and researchers. The EOLWD advances the Patrick-Murray Administration's efforts to support workforce training and education, provide services and resources to the unemployed, oversee the departments that adjudicate labor disputes within the Commonwealth, and ensure workforce safety across the state.

The EOLWD seeks undergraduate and graduate communications interns for the spring and/or summer. EOLWD interns are creative self-starters who learn about labor and workforce issues as they track media exposure and manage press lists. They also work with senior staff members to produce talking points, briefers, and press releases for the Secretariat.

Prior work experience is not required, but successful applicants typically have strong academic backgrounds in communications, economics, government, or statistics. They're media savvy. They voraciously metabolize news. They're adept at secondary research, have impeccable writing skills, and are highly proficient in Microsoft Word and Excel.

Applicants must be able to contribute 10+ hours of service per week for a minimum of 10 weeks or their respective institution's minimum required number of service hours (whichever is greater). The EOLWD is unable to financially compensate interns, but staff members are

prepared to evaluate students whose institutions award academic credit for the experience.

Applicants may submit a cover letter, résumé, and two writing samples to Greg Freed at [greg.freed@state.ma.us](mailto:greg.freed@state.ma.us).

### **The Urban Prep Fellows Program: A Unique Year of Service Opportunity in Urban Education**

In Chicago, just one in forty African-American boys in public schools earns a college degree by age 25. But for two years in a row at Urban Prep Academies, the nation's first network of all-male charter public high schools, 100% of seniors have gained admission to attend four-year colleges and universities. Do you have the skills, passion, and energy to help us continue to make this vision a reality? Consider applying to join the [Urban Prep Fellows Program](#), a distinctive full-time, one-year service opportunity for recent college graduates.

Urban Prep Fellows augment and support regular classroom learning by building bonds with students through academic and personal advising, managing after-school activities, communicating with families, and leading a seminar course. Our experience has shown that these relationships are critical in providing students with the support, academic enrichment and social-emotional development necessary for college readiness. Fellows are supported through the year by our veteran teaching staff and an ongoing Professional Development series which gives Fellows the opportunity to learn firsthand about the people, ideas, and policies shaping change in urban America. During their service year, Fellows are provided with housing, transportation, health and dental insurance, and a monthly living stipend.

Urban Prep Academies operates 3 all-boys public high schools in low-income, predominantly African-American communities in Chicago. The schools' accomplishments have been praised by numerous luminaries and national news outlets, including President Barack Obama, U.S. Secretary of Education Arne Duncan, The Chicago Tribune, ABC World News, People Magazine, and the Associated Press.

Learn more about Urban Prep with this [short video](#), and check out the Urban Prep Fellows website at <http://www.UrbanPrep.org/fellows> for more information and to apply.

### **Echoing Green Fellowship**

Echoing Green's world-renowned two-year Fellowship program provides more than \$2 million in seed funding to a diverse group of the world's most promising social entrepreneurs. From thousands of applicants, typically fewer than one percent are ultimately selected as Echoing Green Fellows. Those selected receive up to \$90,000 in funding to launch new organizations; access to Echoing Green's robust network; leadership development opportunities, and; one-to-one support and counseling. Our newly launched Alumni Initiative builds community among our 500+ Fellows dating back to 1987 in order to foster peer learning, shared access to useful resources, and a lifetime commitment to positive social

change.

Through our two-year Echoing Green Fellowship program, we provide start-up capital and technical assistance to help new leaders launch their organizations and build capacity of their social enterprise. We offer:

- \* A stipend of \$80,000 for individuals (or \$90,000 for 2-person partnerships) paid in four equal installments over two years
- \* A health insurance stipend
- \* A yearly professional development stipend
- \* Conferences led by organizational development experts
- \* Access to technical support and pro bono partnerships to help grow your organization
- \* A community of like-minded social entrepreneurs and public service leaders, including the Echoing Green network of nearly 500 alumni working all over the world

The Echoing Green Fellowship selection process is highly competitive. Applicants progress through three application stages with eliminations after each phase. By the end of the process, Echoing Green will have narrowed the 2500+ applications to 12-20 fellowships. The 2012 Fellows will begin their fellowship July 2012 and continue until June 30, 2014.

The application dates are announced early Fall each year with applications accepted during an open call in late fall / early winter.

**2012 Application Cycle Dates:**

December 5, 2011 at 12:00 pm Noon EST: Phase 1 of application opens to all eligible applicants.

- \* January 9, 2012 at 12:00 pm Noon EST: Phase 1 of application closes
- \* Early February 2012: Semifinalists announced and invited to complete expanded application. All applicants notified of results by email.
- \* Late February 2012: Semifinal applications due.
- \* April 2012: Finalists announced.
- \* May 10-12, 2012: Finalist interviews in NYC.
- \* June 2012: Fellows announced.

**For more information check out the Echoing Green Fellowship Information page, at:**

<http://www.echoinggreen.org/fellowship/echoing-green-fellowship>

**Project Have Hope**

Project Have Hope is a small and growing non-profit dedicated to improving the lives and living conditions of the families in the Acholi Quarter of Uganda. The goal of this organization is to provide educational opportunities for women and children living in the Acholi Quarter, support micro-finance projects and build co-ops to provide economic opportunities.

Internships offer students an opportunity to gain exposure to a dynamic organization that recently received 501(c)3 status. Interns have the flexibility to choose assignments related to a particular major or area of interest. Projects include:

- Management of markets and events that raise money by selling jewelry hand-crafted by Acholi Women
- Creation of quarterly newsletters and progress updates
- Development of child sponsorship packets and materials
- Grant writing and research
- Creation of organizational processes and procedures necessary for building a start-up, non-profit
- Expansion of printer cartridge collection campaign

Interns can expect to meet at regular intervals with the founder for direction and guidance as needed. Work hours are flexible and a car is not required. This internship is ideal for students who want to learn all aspects of how to expand a small organization committed to economic development on a grass-roots level. Students will have the opportunity to play a significant role in establishing business operations, creating marketing materials and identifying revenue-generating opportunities. Upon completion of internship, students may include completed projects in a career portfolio.

Qualifications:

- Sophomore, Junior or Senior – projects can be tailored based on skills
- Ability to take initiative and work independently
- Positive attitude and a desire to make a difference
- Proficiency with MS Word

Project Have Hope Internship, <http://www.projecthavehope.org>

Details:

- Positions available for summer or academic year
- 5-10 Hours per week; work from home
- Unpaid positions only
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**For more information, contact:** Karen Sparacio at either [projecthavehope@yahoo.com](mailto:projecthavehope@yahoo.com) or 339-206-4626

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### **MATCH Charter Public School**

Apply to be a teacher at the Match Charter School! The teaching positions are based around tutoring and teaching at an inner-city school in Boston. Typically after the year, fellows go on to top grad

schools in medicine, law, and the social sciences, become full-time teachers in high-need schools, or get in education policy and administration. The application process is highly selective and the demands of the program are intense, but it is a very rewarding experience for people interested in the education field.

For more information, go to the website, at: <http://www.matcheschool.org/matchcorps/process.htm>

### **Grant Writer**

The **Hyde Square Task Force** is an award-winning youth development and social change organization. Through high-quality arts, academic, and leadership programming, HSTF serves over 1000 youth in the Hyde-Jackson Square area of Jamaica Plain and Roxbury. Our mission is to develop the skills of youth and their families so that they are empowered to enhance their own lives and build a strong, safe, and vibrant urban community.

**Position/title:** Grant Writer, full-time staff position, reports to the Manager of Institutional Funding.

**Job summary:** Full-time staff member of a high-energy, high-impact non-profit organization with a \$2.0M budget and 80-100 grant applications and reports per year. Responsible for researching and writing grant applications to public and private sources in support of individual programs, cross program initiatives, and for general support. S/he must possess excellent writing and interpersonal skills to work collaboratively with Directors, staff, Board and consultants to develop proposals and prepare grant reports. S/he will be responsible for managing data and electronic files and for related administrative duties such as data input, electronic and paper files.

### **Primary job responsibilities:**

- Research, develop and write competitive grant proposals, letters of inquiry, grant progress reports, and other correspondence to prospective and renewing foundations and corporations.
- Work collaboratively with Directors, staff, Board and consultants to develop proposals and prepare grant reports.
- Work with the Finance staff to develop budgets.
- Responsible for Data entry and maintenance of electronic and paper files related to grants according to established guidelines.
- Gather and prepare all materials to accompany grant proposals.
- Conduct research on existing and prospective funding sources.
- Update deadline data in Google calendar.
- Work with Manager of Institutional Funding to create annual goals and outcomes.
- Draft quarterly reports and other internal documents as requested.
- Responsible for managing select funding relationships. -Assist Manager in preparing monthly reports for the Directors and the Board.

- Provide support for site visits.

**Qualifications:**

- A commitment to the organization's mission and values
- Three years of prior grant writing experience preferred
- Excellent writing and communication skills
- Ability to work independently, taking initiative and meeting high expectations, as well as working as part of a team, communicating well and supporting others
- Highly organized, productive, detail-oriented, and able to prioritize
- Manages a variety of tasks simultaneously and effectively in a fast-paced environment
- Possesses strong computer skills, proficiency in MS Word and databases
- Bachelor's degree or related work experience
- Candidates with the following skills are preferred:
- Bilingual / bicultural
- Prior experience with a non-profit organization

Salary is commensurate with experience.

We will review all submissions, identify viable candidates, and contact ONLY those individuals selected to continue in the search process. Applications will be accepted until the position is filled. Please send resume and cover letter via email to Pat Gray- dev@hydesquare.org. No phone calls please.

*Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.*

**Action for Boston Community Development**

**DIRECTOR OF MAJOR GIFTS**

Establish and lead a high-performing major gift and planned giving program in order to develop effective strategies for donor engagement and solicitation of top prospects with a goal of raising one million dollars. Work closely with other development team members including the Vice President for Institutional Advancement and Event Coordinator. Research, identify, and cultivate individual, corporate and foundation donors. Oversee donor communications including collateral print and marketing materials used in the cultivation and solicitation of individual and corporate donors. Oversee special events and recognition programs to cultivate donor relationships. Perform other related duties as required.

Minimum of a Bachelor's degree in Management or related field, with five years of progressive experience in development and an established track record in securing major gifts required. Must have working knowledge of Raiser's Edge or other comparable donor database products and donor research database products. Excellent communication and organizational skills required, with the ability to work independently. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

### **FUNDRAISING SPECIALIST**

Responsible for donor records management, grants management, and other functions in support of development activities. Coordinate interdepartmental training on issues related to fundraising and fundraising systems. Oversee web-based fundraising and related marketing. Participate in the major gifts team which is responsible for the research, identification and cultivation of individual, corporate and foundation donors. Participate in the grants and contracts team which is responsible for identifying grant possibilities, program design and proposal production. Provide reports related to fundraising activities. Perform other related duties as required.

Minimum of a Bachelor's degree in Management or related field, with three years of experience in development, grants management or related field. Working knowledge of Raiser's Edge or other comparable donor database products and donor research database products highly desirable. Excellent communication skills required. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

All applications and inquiries should be directed to the Human Resources Department, 178 Tremont St. Boston, MA 02111, Fax: (617) 423-7693, or email [hr@bostonabcd.org](mailto:hr@bostonabcd.org)  
Please visit our website at [www.bostonabcd.org](http://www.bostonabcd.org) for additional employment listings.

### **Boston Center for Refugee Health and Human Rights**

The mission of BCRHHR is to provide comprehensive health care for refugees and survivors of torture and related trauma, coordinated with legal aid and social services. We also exist to educate and train agencies and professionals who serve this patient population, to advocate for the promotion of health and human rights in the United States and worldwide, and to conduct clinical, epidemiological, and legal research for the better understanding and promotion of health and quality of life for survivors of torture and related trauma.

This internship position would be within the Career Development Program at BCRHHR and intern would be directly supervised by Career Development Counselor. This is a great opportunity for a student, recent graduate, or professional with an interest in non-profit management or administration to get their feet wet by running a small program independently, with staff support. Can work with students wishing to get academic credit for internship or if academic credit is not needed, intern can go through volunteer services department at Boston Medical Center.

### **Responsibilities:**

With support from Career Development Counselor, intern will take responsibility for coordinating all aspects of BCRHHR's small, volunteer-run internal ESOL program

- In cooperation with the Career Development Counselor: intern is responsible for recruiting, selecting, training and supervising of volunteer ESOL teachers.
- Attending weekly Tuesday afternoon clinical meetings with BCRHHR staff; taking down new referrals for English Language classes and reaching out to them.
- Tracking and maintaining updated records of all referrals to the English program and their progress.
- Schedule and conduct English Orientation and Assessments to place students in appropriate English class level at BCRHHR (beginner, intermediate or advanced)
- Understand the needs of clients seeking English classes at BCRHHR and their barriers and help them to locate the English classes in their communities that best fit their needs and help to eliminate barriers to their success.
- Assist clients in enrolling in community English classes at other institutions--supporting them by recommending the best fit, calling to enroll client, signing client up for waiting lists, monitoring their progress on waiting lists, preparing students to go and enroll in-person ( instructing them on what to bring, where to go, printing directions, helping them to plan for use of public transportation and occasionally accompanying clients to assist with enrollment if needed)
- Conduct follow-up monitoring with students after 1 month and 6 months in class, and continue to develop follow-up system
- Enter data into Microsoft Access database and maintain up to date records
- Provide administrative support to 3 volunteer English teachers and Career Development Counselor -Plan events, such as field trips or class celebrations/graduations
- Collaborate on ongoing Film Screening project, including preparing training presentations
- Write content for and extract data from database for bi-annual grant reports to funder and prepare monthly reports on program to present to Career Development Counselor
- Design and conduct monitoring and evaluation plan

**For more information, contact:** Joanna Packer at [Joanna.Packer@bmc.org](mailto:Joanna.Packer@bmc.org) or 617-414-4338