



Northeastern University

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Center of Community Service Newsletter

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May 01, 2012

# Center of Community Service E-Newsletter: May 2012

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## Northeastern University Center of Community Service

May 2012

*The summer is finally here!!*

*Now that the stress of spring classes is behind you, we hope you will take this opportunity to get involved in the many different events happening this summer!*

*Take part in a local park clean-up, run a 5k for a great cause, or the join the Husky Volunteer! No matter what you do we hope you find time to get involved!!*

*Here is your May newsletter!*

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

#### ***Husky Volunteer Team:***

Are you taking classes over the summer? Or just plan on being in Boston? Join the Summer I HVT Team!! In team of 3-10 students partner with local organizations for the Summer I semester. All of the service projects address a social issue within Boston. Students spend the semester learning about this issue, while working toward creating change. The program is a great way for students to meet new people and give back to the community! Community organizations this semester include the Yawkey Boys and Girls Club, John F. Kennedy Elementary School, SquashBusters, and Computer Learning Resources!

We are still accepting some last minute applications!

So submit your

[Volunteer Application](#) as soon as possible!

### ***Service-Learning***

***Accepting Fall 2012 Service-Learning Teaching Assistant Applications for Advanced Spanish & Chinese Courses!***

The Service-Learning Teaching Assistant (S-LTA) Program provides opportunities for students

to take on a leadership position supporting a course utilizing Service-Learning (S-L). The S-LTA program is designed around 4 goals:

1. to train and support student S-LTAs in developing their leadership skills to support the S-L process
2. to provide assistance to a faculty member in implementing and maintaining the best practices of service-learning in their course
3. to provide assistance to community partners so that learning and service goals are met
4. to aid student service-learners in meeting their academic and service requirements and commitments

**Students – How to apply:**

- **Positions are filled on a rolling basis, so submit your application ASAP!**
- To access the full program description and application please go to:  
<http://www.northeastern.edu/servicelearning/students/teachassist.html>
  - Compensation options include: work-study, stipend (limited availability), directed/independent study, practicum, internship, unpaid co-op, and/or AmeriCorps Student Leaders in Service Education Award.
  - Undergraduate and graduate students are welcome to apply.
  - Students must be highly proficient or fluent in *Spanish and Chinese (Mandarin)* apply to serve as an S-LTA for an advanced language course.

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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)

## ***Campus Events:***

**Northeastern's Office of External Affairs, Communications Office**

The Office of Marketing and Communications is the primary source for accurate and current information about Northeastern University. We work with news organizations, produce a range of print marketing materials, and create and maintain a strategic web presence and multimedia content to ensure clear, concise communication of ideas and initiatives.

Each year, our office plays a central role in all external affairs aspects of Northeastern's commencement ceremonies. Among other duties related to the event, we are responsible for distributing commencement programs and the Northeastern Voice newspaper to graduates and audience members on the day of graduation. We are seeking volunteers to assist us in preparing these handouts ahead of the morning and afternoon commencement ceremonies at the TD Garden and at Matthews Arena.

Who: 10 - 15 volunteers

What: Stuff copies of the Northeastern Voice newspaper into commencement programs

When: Afternoon of Wednesday May 2, 2012, exact time TBD

Where: TD Garden

**Incentives: Free lunch provided - and leave with a Northeastern sweatshirt!**

**If Interested Contact:** Lucy Warsh at [l.warsh@neu.edu](mailto:l.warsh@neu.edu) or 617.373.5446

## Volunteer Opportunities: One-Time Events

### AIDS Walk Boston and 5K Run

Every year since 1986 our community has gathered on the first Sunday in *June* for AIDS Walk Boston, an annual grassroots community event benefiting AIDS Action Committee of Massachusetts, New England's largest and oldest AIDS service organization.

Volunteering for AIDS Walk Boston is a great way to both support the fight against AIDS and also have some fun! Each year, AIDS Action Committee relies on hundreds of volunteers to help serve the 15,000+ attendees that participate in the Walk and the Larry Kessler 5K Run. AIDS Action Committee is looking for talented, dedicated and energetic individuals to fill the following volunteer positions:

- Pre-Event Office Support
- Course Marshals
- Crowd Control
- Finish Area Volunteers
- Registration Volunteers
- Run Volunteers
- Cheerleaders

- Post Event Office Support
- Special Skill Areas: Truck/Van Drivers and Photographers

Register today by visiting [www.aidswalkboston.org](http://www.aidswalkboston.org) and clicking [here](#) to sign up! Questions? For more information about volunteering for the 2012 AIDS Walk Boston and 5K Run, please contact Ashley Boyd at 617.450.1506 or [aboyd@aac.org](mailto:aboyd@aac.org)

### **Alzheimer's Association**

This organization is raising money to end Alzheimer's disease. The Alzheimer's Association does this by holding walks in various towns throughout the state. The Greater Boston walk is held in Cambridge in late *September* of 2012. We are looking for volunteers as well as teams to participate in the walk. Unite in a movement to reclaim the future for millions. Join the Alzheimer's Association Walk to End Alzheimer's. Contact: Michelle Gonzalez at [michelle.gonzalez@alz.org](mailto:michelle.gonzalez@alz.org) or 617.393.2047

### **Avon Walk for Breast Cancer**

Avon Foundation for Women, \$65 registration fee, \$1,800 minimum of fundraising, Saturday, May 19-Sunday May 20th, University of Massachusetts Boston Circle Lawn

The two day, 39 mile walk raises money for the Avon Foundation for Women in order to raise money for breast cancer research and patient support.

Visit [www.avonwalk.org](http://www.avonwalk.org) for more information.

### **The American Diabetes Association: The Boston Step Out: Walk to Stop Diabetes**

The Boston Step Out: Walk to Stop Diabetes is the American Diabetes Association's largest fundraising event in New England. The event is an effort to help raise invaluable funds towards the Association's mission: to cure and prevent Diabetes, and to improve the lives of those living with Diabetes. The College Challenge is a fundraising competition amongst higher education institutions in the Greater Boston area.

**This year, the American Diabetes Association is challenging you and your school to join in the fight against diabetes by becoming a participant in the College Challenge!**

Whether you're a current student, alumni, or faculty/staff member, your skills and energy are vital to making a meaningful impact, while establishing your school as one of the most socially responsible in the Greater Boston area. By participating in the College Challenge you have the opportunity to get fundraising hours and make a difference by helping Stop Diabetes®.

Last year at the Boston Walk raised \$462,000 with approximately 3,500 supporters in attendance!

This year we plan to raise even more, and with a goal of \$565,000 we need *your* help to do it. The date for the 2012 Boston Step Out: Walk to Stop Diabetes is **October 20, 2012 at Boston Common** right in downtown Boston.

I would love to tell you more about the College Challenge and how to get involved! Registration for the walk opens tomorrow, so it would be great to be able to get your school up and running soon after registration opens. Also, if there is someone else at your school that I should be reaching out to, please pass along their information at your earliest convenience. I can be reached at 617-626-4580 ext. 3460 or by email at [jeffrig1@gmail.com](mailto:jeffrig1@gmail.com).

### **American Cancer Society – Making Strides Against Breast Cancer Walk 2012**

Join the American Cancer Society in the fight against breast cancer for the **20<sup>th</sup> annual Making Strides Against Breast Cancer walk!** The Walk starts and ends at the DCR Hatch Shell on the Charles River Esplanade in Boston. Form a team, or volunteer for this inspiring event that unites the entire community to honor and celebrate breast cancer survivors. The American Cancer Society works to save lives and create more birthdays by helping people stay well, get well, by finding cures and by fighting back. Volunteers are needed the day before the Walk, on **Saturday October 13<sup>th</sup>**, from 3:00 p.m. to 6:00 p.m., to help prepare snack bags for walkers, as well as set up for the following day's event. On **Sunday, October 14<sup>th</sup>**, volunteers are needed to help set up, clean up, cheer on walkers, and act as route monitors. Times will vary depending on the volunteer role.

**To sign up to volunteer**, to form a team, or for more information, visit [www.cancer.org/stridesonline](http://www.cancer.org/stridesonline), email [strides\\_boston@cancer.org](mailto:strides_boston@cancer.org), or call 1-800-227-2345.

### **Bandhu- Summer Opportunity!**

#### **What is the Bandhu program?**

The Bandhu program is an opportunity for young adults in US to engage in hands-on mentoring that will benefit children from disadvantaged socio economic backgrounds.

#### **When is the Bandhu program?**

The Bandhu program is a residential volunteer program that will last for 3 weeks. The Summer 2012 program will begin on July 16th and end on August 3rd.

#### **Who can be a volunteer?**

The program is targeted at members who are above 18 years. Those below the age of 18 are required to be accompanied by an adult. The program is ideal for sophomores, juniors and seniors in high school and undergraduate students in college.

#### **What will I gain as a volunteer?**

Agastya's vision is a creatively skilled rural India of tinkerers, solution--seekers and creators that are humane, anchored and connected. The Bandhu program is designed to help you understand the various initiatives that are enabling this vision and make a hands--on contribution to the various initiatives. Working at the grass--roots level, Agastya has always placed emphasis on initiatives that readily integrate within the communities with whom we work. As a result, you will also come to understand Indian culture, tradition and the "itihaasa" (Sanskrit for history), upon which they are based. As a volunteer, you will have several opportunities to work directly with Agastya's beneficiaries the children, teachers and the rural communities around the campus.

**What will I do as a volunteer?**

After 2 days of orientation in Agastya's Kuppam Campus (about 2 hours from Bangalore), all volunteers will begin participating in a set of common activities that will expose you to Agastya's initiatives in science, art, ecology and the community. In addition, you will spend a few hours everyday working on a specific project in a chosen stream. All activities will allow you interact with and befriend several beneficiaries of the Agastya movement as well as our own team. During the final 3 "showcase" days, project teams will demonstrate their results and discuss with each other and the Agastya community, their learnings and experience during the Bandhu program.

**What is the payment process?**

Once you have been accepted into the program, you will be emailed detailed instructions on how to make a payment. The program fee is \$1000 (US) per week or \$3000 (US) for the entire duration. The fee must be paid in a single installment by the end of the registration period (1 month before the program begins). The program fee towards Bandhu is 100% tax deductible for US residents.

We will be formally launching the Volunteer selection process starting May 1, 2012, ending June 15th.

Registration forms for download will be made available online ([www.agastya.org](http://www.agastya.org)) during this period. Please fill out the registration form and the health waiver and email it to our co--ordinators:  
Sriram Viswanathan: [onesriram@gmail.com](mailto:onesriram@gmail.com)  
Shanthi Nair: [shanthinair1@gmail.com](mailto:shanthinair1@gmail.com)

**Barefoot Walk in the Park**

Chris Cares International, \$25 registration fee, Saturday May 5th, Pope John Paul II Park

The mile lone barefoot walk is a fundraiser for CCI, an organization that builds schools in Africa. The walk will raise awareness about village children who walk barefoot to attend overcrowded schools with limited resources. This year's walk will raise money to build School

St. Nicholas in Tanzania and give every student a pair of shoes.

Visit [www.bare-feet4africa.org](http://www.bare-feet4africa.org) for more information

### **Boston Take Steps Walk for Crohn's and Colitis**

Crohn's and Colitis Foundation of America, Free, Saturday June 2, Boston Common

Walkers will walk two miles to raise funds for patient programs, education and research for cures through the CCFA and awareness about the diseases.

Visit [www.ccfa.org](http://www.ccfa.org) for more information.

### **Camp AmeriKids- Summer Opportunity!**

Camp AmeriKids, a residential summer camp for children living with HIV/AIDS, is looking for caring, responsible, energetic and fun counselors for our 2012 season. A volunteer counselor team is responsible for the 24-hour supervision of a cabin and maintains a camper to counselor ratio of about 2 to1. Counselors spend each day of the one week camp session with their cabin group as they rotate through a schedule of activities and participate in new and exciting workshops provided by the program staff. The cabin counselor's enthusiastic participation in all aspects of camp, from meals and activities to nightly special events and cabin chats, is crucial in creating a memorable camp experience for our campers. Counselors are expected to be role models, sources of energy and ideas, and are a key part of the Camp AmeriKids community. Room & board at our site in Warwick, NY provided. Volunteers can apply for one or both of the following sessions:

Session One: July 31<sup>st</sup> – August 7<sup>th</sup>

Session Two: August 11<sup>th</sup> – August 18<sup>th</sup>

Applications are available on our website [www.campamerikids.org](http://www.campamerikids.org). Please contact us at (203) 658-9671 or [info@campamerikids.org](mailto:info@campamerikids.org) if you are interested in more information.

### **Give and Surf-Summer Travel Opportunity!!!**

I wanted to share some new and exciting information with you regarding our volunteer organization in Bocas del Toro, Panama. The last year has been full of exciting developments with our Monso Chi Preschool, After School Program, Summer Camp, Adult English Classes, and Bahia Honda Baseball Team, <http://giveandsurf.org/give-programs/>. We have seen great changes in the community amongst the children and their parents as well as enjoyed a number of groups and individuals join us to help provide support through volunteering. We are looking for volunteers for this summer and upcoming school year!

We provide the indigenous community of Bahia Honda with programs throughout the year so if individuals are seeking a volunteer opportunity this summer please feel free to share information about Give & Surf with them.

Please visit our website at [giveandsurf.org](http://giveandsurf.org) or follow us on Facebook at <http://www.facebook.com/giveandsurf>.

**Perkins School of the Blind**

**July 28, 2012**

**Location: Newton Marriot Hotel**

**Volunteers Needed: 125**

**Hours: 8:15am to 4:45pm**

**Lunch: will be provided**

Families from 35 states and 11 countries come to this conference. Parents attend workshops while their children are provided with various activities and games. Volunteers will be with a group leader and assist with activities and games.

**July 28, 2012**

**Location: Perkins School for the Blind campus**

**Volunteers Needed: 12 to 15**

**Hours: 5pm to 9pm**

There will be activities on the Perkins campus. Volunteers are needed to assist with directing people to various activities, help seat, help with dinner and biking.

**July 29, 2012**

**Location: Newton Marriot Hotel**

**Volunteers Needed: 100**

**Hours: 8:15am to 12:00pm**

Families from 35 states and 11 countries come to this conference. Parents attend workshops while their children are provided with various activities and games. Volunteers will be with a group leader and assist with activities and games.

**If your interested contact:**

Linda Oleson at 617.972-7233

**Run-Walk to Home Base**

The Red Sox Foundation and Massachusetts General Hospital Home Base Program

\$1000 fundraising minimum, Sunday May 20th Fenway Park

Everyone participating in either the nine-kilometer run or the three mile walk crosses home plate at Fenway Park to mark the finish line. The fundraising will help the Home Base Program provide clinical care and support for veterans who have returned from Iraq and Afghanistan and their families throughout New England.

Visit [www.runtohomebase.org](http://www.runtohomebase.org) for more information.

### **Samaritans 5K Run/ Walk**

The Samaritans 5K Run/Walk is now open for registration! This is a wonderful day that benefits students as they will experience the display of unity amongst our Samaritans volunteers, runners/walkers and those who have lost loved ones to suicide. Not only does this event help to raise awareness and money for suicide prevention, but also is a great way for students to get involved with the community. Whatever way you decide to support this event, it will help to make a difference!

As you may have heard, the Samaritans 5K is an annual event to help raise funds to reduce incidences of suicide and emotional despair in Greater Boston and Metrowest. **This year's event is on Saturday, September 29<sup>th</sup> at Artesani Park in Brighton, MA.** Last year's event attracted more than 2,000 runners, walkers, volunteers and spectators, and raised more than \$200,000 for Samaritans' work to reduce the rate of suicide, and befriend individuals who are depressed, isolated or in despair. The event is more than just a 5K - it is a wonderful community event for Samaritans with great live music, free food and drinks, raffle prizes, fun activities for the kids and much more.

There are so many ways to get involved:

**Organize a 5K Team** with your school and/or family members. You can walk or run in memory of a loved one lost to suicide, or just in support of Samaritans. You can raise funds for Samaritans if you choose to, but there is no fundraising minimum that is required. [Click here to register your team.](#)

**Run or Walk as an individual participant.** You can participate in the 5K by yourself. Run or walk the 3.1 mile course around the Charles River. The course is US Track and Field sanctioned! [Click here to sign up.](#)

**Volunteer.** Samaritans needs over 150 volunteers the day of the event. Help with registration, course management, parking and other important jobs. Please email [5k@samaritanshope.org](mailto:5k@samaritanshope.org) if you are interested.

If you have any questions about participating, volunteering or starting a 5K Team, please do not hesitate to ask me. You can respond to this email with questions. Also, please check out our [5K Website](#) to read more about the event and to register today! You can also watch our short [5K video](#) from the 2008 - it will give you a great sense of what the 5K is really like!

### **Spontaneous Celebrations: Wake Up the Earth Festival**

We are in need of volunteers to help prepare for, execute, and clean up our 34<sup>th</sup> annual Wake Up The Earth Festival and Parade to be held May 5<sup>th</sup> Noon-6pm.

Preparations:

Help make banners, bucket drums, costumes, puppets, signs, etc. 2-8pm April 30 - May 4

Day of:

Set up crew 8am -11:30am

Parade marshals 10am - noon

Waste management 2pm - 7pm

Clean up 5pm-8pm

**If Interested Contact:** Mark Pelletier at 857 498 2438 or [maaak@spontaneouscelebrations.org](mailto:maaak@spontaneouscelebrations.org)

**Symphony Road Community Garden Clean-up**

The Symphony Road Community Garden is a welcoming true urban community garden, dedicated to bettering the community through healthy, active living, connecting with neighbors and creating a peaceful and natural respite. We are open for our neighbors to enjoy.

Please join us for a fun spring clean-up event to be held May 5<sup>th</sup> from 9-11am at the garden! We will be weeding and cleaning and caring for the common areas of the garden. Please bring gloves and wear closed shoes. Let's welcome spring and enjoy some fresh air together at this clean-up.

**If Interested Contact:** Caroline Gélinas at [gbunny15@yahoo.com](mailto:gbunny15@yahoo.com) or 617-266-0662

**Teen Empowerment: Somerville Youth Peace Conference**

Teen Empowerment ([www.teenempowerment.org](http://www.teenempowerment.org)) is seeking volunteers to help at the 20<sup>th</sup> annual Boston Youth Peace Conference on Saturday **May, 12, 2012** at the Jeremiah E. Burke High.

The conference attracts over 700 youth for an entirely youth-led day of activities designed to address the root causes of youth violence, gang activity, teen pregnancy, substance abuse, and other negative behaviors and brainstorm solutions to those issues. The event will feature original speeches and performances by local teens, interactive activities, lunch, an info and opportunities fair, and a powerful Healing Ceremony. Each year, adult volunteers help make the Peace Conference a success by assisting with set up, registration, serving lunch, directing people, ushering, and clean up. We hope you will join us and the 30 teens working hard each day to make this inspiring conference a reality.

For your convenience, the volunteer registration form is attached. Please complete it and return it to [stephanie@teenempowerment.org](mailto:stephanie@teenempowerment.org)

or fax it to 617-536-4311. If you have trouble with attachments or need more information, let me know. Also, feel free to share this with anyone else who might be interested in volunteering.

**[Boston PC Volunteer Sign Up](#)**

**The Walk for Hunger**

Project Bread, no registration fee or fundraising minimum, Sunday May 6th, Boston Common

The country's oldest continual pledge walk raises money for over 450 emergency food programs in 129 Massachusetts communities that support families in crisis.

Visit [www.projectbread.org](http://www.projectbread.org) for more information

**The Women's Lunch Place**

The Women's Lunch Place - open six days a week - provides a safe, comfortable daytime shelter, nutritious food, and services for women who are homeless or poor in the Boston area. We treat women with dignity and respect and foster a community committed to meeting each woman's needs.

We are approaching you with an opportunity to become an integral part in improving the Mother's Day Card Campaign - a twenty-year-old tradition celebrating the importance of the women in our lives. This campaign helps to support our Meals and Advocacy Programs - the foundation of the continuum of services and resources we provide for our 150 guests daily.

With the help of local universities, students, and student groups we hope to expand our consumer-base by holding card-selling campaigns and tabling events. We hope that this experience would also benefit those students involved - participation in this campaign may help to develop their business skills, expose them to community outreach opportunities, and connect them with other like-minded college students. For more information please call or email!

**If Interested Contact:** Allison Whittier at  
mothersday@womenslunchplace.org or 978-837-0027

## **Volunteer Opportunities: On-Going Service**

**AIDS Action Committee**

The AIDS Action Committee of Massachusetts is New England's largest AIDS Service

Organization and the Check-In Program is part of the Client Services Department. Check-In is responsible for reaching out and keeping in phone and mail contact with clients of the agency. Check-In volunteers provide information and referrals, along with a sensitive and caring ear, to AIDS Action Committee's clients, and help maintain a strong connection between clients and staff members.

The Check-In Volunteer position is demanding, challenging and immensely rewarding. It requires excellent listening skills, compassion, patience and the ability to talk with people from all walks of life. All of our volunteers are asked to be compassionate and non-judgmental as well as sensitive to HIV-related issues. They should be prepared to deal with ongoing life issues, losses, challenges and triumphs. The Check-In program requires its volunteers to make at least a one year commitment of one shift per week on a Tuesday or Wednesday evening from approximately 6-9pm.

To apply: There is a multi-step application and training process to ensure this program is the right fit for each volunteer. In order to begin this process, please submit a general volunteer application at [www.aac.org/volunteer](http://www.aac.org/volunteer).

Contact: Rylee Hollett at [rholllett@aac.org](mailto:rholllett@aac.org) or 617-450-1225

### **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

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

### **Benchmark Senior Living - Evans Park at Newton Corner**

Evans Park in Newton Corner, a Benchmark Senior Living Community, is looking for dedicated volunteers to work closely with our residents to assist with programming. We are seeking volunteers who are willing to commit to a few hours per week (roughly 3-5) on a regular basis. Students seeking opportunities based on the academic calendar is more than acceptable.

This is a great opportunity for volunteers looking to gain hands-on experience working with

the elderly in an active, fun-loving community. Activities include exercise classes, intellectual games and discussions, arts and crafts, socials, and trips outside the community, such as museums, shopping centers and local attractions.

If Interested Contact: Sotiria Stavridis, Activities Director  
at [sstavridis@benchmarkseniorliving.com](mailto:sstavridis@benchmarkseniorliving.com) or 617-965-9400

### **Beyond the 4<sup>th</sup> Wall**

We are a non-profit theatre organization that provides tuition free musical theatre program to Cambridge Public School students. Our mission is to provide accessible opportunities for people of all ages to engage in the arts, especially theatre, as a means to express creativity, increase self confidence and build community. Students participate in a series of rehearsals and receiving training in dance, voice and acting as they rehearse for their performances in a fully produced musical to be presented to the Cambridge Community. We are dedicated to keeping our programs free and accessible to a socio-economically diverse range of over 200 students a year. The cornerstone of our program is being able to bring together students from a wide age range, different backgrounds, and varied abilities and create a cast and crew that work together to successfully present a quality musical production. Volunteers can be responsible for anything from costume, prop, and set design to grant writing, marketing, and publicity work.

If Interested Contact: Chelsea Wertheim at [assistant@beyondthefourthwall.com](mailto:assistant@beyondthefourthwall.com) or 914 443 5281

### **Big Sister Association of Greater 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.

Contact: Nikki White at [nwhite@bigsister.org](mailto:nwhite@bigsister.org) or 617-236-5380

### **Big Brothers Big Sisters of Massachusetts Bay**

There are several lunch time and weekend opportunities a few minutes from Northeastern! Learn how you can develop leadership skills, have fun and make a splash off campus! Call Big Brothers Big

Sisters at 617-542-9090 or visit [BostonBigs.org](http://BostonBigs.org).

**BOKS (Building Our Kids Success)**

BOKS (Build Our Kids' Success), is a before-school physical activity program for elementary school children, that promotes the powerful link between physical activity and increased academic performance. Each class includes 40 minutes of fun, through non-competitive, playful activities including warm-ups, running, relay races and obstacle courses as well as group games. Classes are enhanced with nutrition talks geared to making healthy choices. BOKS runs 2-3 mornings a week and starts about 1 hour before the school day begins. The goal of the program is to create life-long healthy habits.

Volunteer responsibilities for BOKS include:

- Cheer for the kids and be upbeat!
- Encourage and motivate them to participate. .
- Assist with set up, clean up, and demonstrate moves or relays, and other various tasks.

If you volunteer on a regular basis, the lead trainer may ask you to help with certain aspects of the class every time you volunteer including:

- Taking attendance or helping with morning drop off
- Helping with a non-participating child.
- Take pictures
- Helping with bumps and bruises
- Monitoring the water fountain and bathrooms.

If you are not sure what to do, join in with the kids and participate!

If Interested Contact Lisa Heavey at [Lisa.Heavey@bokskids.org](mailto:Lisa.Heavey@bokskids.org) or 781. 401. 4363

**Boston Housing Authority**

Lend your voice to low income families who are seeking housing assistance through the Boston Housing Authority (BHA) and need language support. Our Volunteer Interpreters Program (VIP) offers a flexible, on call volunteer opportunity which solicits no more than 10 hours a month of your time.

Upon training, volunteer interpreters may assist at hearings, eligibility interviews, resident meetings, walk-ins and phone inquiries. Volunteers may also help to translate housing documents or to review translations for accuracy.

We are looking for volunteers who are fluent in Chinese, Vietnamese, Khmer, Somali, Haitian Creole, Portuguese, Cape Verdean, Spanish, Albanian, Russian, Arabic, or French, and have a demonstrated competence and sensitivity working with low income, culturally diverse individuals.

For more information, please contact Johane Alexis-Phanor at [LanguageAccessTeam@bostonhousing.org](mailto:LanguageAccessTeam@bostonhousing.org)

### **Boston Partners in Education**

Boston Partners in Education is looking for volunteers to tutor and mentor students in the Boston Public Schools. Volunteers will work one-on-one or with a small group of students for **an hour a week** during the school day. Opportunities are available in all grades (K-12) in either English Language Arts or math and we have plenty of opportunities near the Northeastern campus. To make the best placement, we ask for your preferences in location, time of day, day of the week, subject matter, and grade level.

All you have to do is fill out an application on our website, schedule an interview, and come in for a training session. Boston Partners in Education provides training in subject matter as well as mentoring that will help to ensure a happy and successful match. We are required by the Boston Public Schools to run a CORI/SORI background check on each potential volunteer; this background check is run at no cost to you.

Contact: Carolina Davila at [cdavila@bostonpartners.org](mailto:cdavila@bostonpartners.org) or 617-451-6145

### **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)

### **Brigham and Women's Hospital – HIV Vaccine Trials Network**

Every day there are more than 7,000 new HIV infections worldwide. It's not going away, and there is no cure. Our best hope to end this epidemic is to find a safe and effective vaccine... But we need your help. Researchers at Brigham and Women's Hospital are looking for some everyday heroes – like you – to participate in investigational HIV vaccine research studies. You may be eligible to volunteer if you are a healthy, HIV negative adult between the ages of 18-50. Compensation is also provided for participation. And remember, **you cannot get HIV from participating in an HIV vaccine study**. Step up today and become a Red Ribbon Hero in the fight against HIV & AIDS. Email [vaccines@partners.org](mailto:vaccines@partners.org), or call 617.525.7327 or 617-525-3001. The world will thank you. Check out our facebook site: <http://www.facebook.com/RedRibbonHeroes>

### **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)

### **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

### **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)

Journey Independence Program: EMARC is a non-profit that has been supporting individuals and families with developmental disabilities to live, work and play in our communities for over 50 years. We are seeking a few *volunteers* who are **reliable, independent and willing to take initiative** to volunteer one weekend per month at our Journey to Independence Program. The focus of this program is providing participants the opportunity to acquire and practice skills necessary to live and work in the community. Using a home in Andover as our base, we will teach health, money, cooking, cleaning, employment, social activities and safety skills. Volunteers will work with experienced staff. Experience with individuals with intellectual/developmental disabilities is preferred.

If Interested Contact: Pat Simons, Volunteer Coordinator at [volunteers@theemarc.org](mailto:volunteers@theemarc.org)

Or 781.942.4888 ext. 4032

### **Ethos**

Ethos is a private, non-profit organization dedicated to promoting independence, dignity and well-being among the elderly and disabled through quality, affordable and culturally-appropriate home and community-based care. Volunteers have been a critical component of our mission since 1973. Our volunteer opportunities occur primarily in Southwest Boston. We offer individual, group, corporate and one-time volunteer opportunities. Popular volunteer positions for students include friendly visiting, shopping assistance, medical escorts, money management and healthy aging course leader positions. To learn more, check out our website at [www.ethocare.org](http://www.ethocare.org). Contact Alex Freeman at [afreeman@ethocare.org](mailto:afreeman@ethocare.org) or 617-522-6700 x 323!

### **FriendshipWorks**

FriendshipWorks is a Boston-based non-profit that matches volunteers with elderly and disabled adults. Believing that no person should ever have to suffer from isolation, our volunteers bring joy and happiness to those who may no longer have local supports like friends or family.

FriendshipWorks is currently recruiting volunteers for our Medical Escort program. The Medical Escort program is an escort service that helps elders and adults with disabilities navigate to and from their medical appointments. Volunteers accompany a recipient from their home, to a medical appointment, and then back home again.

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

### **Hill House**

Hill House is a team of passionate administrators, instructors, board members and volunteers working to fund and execute service activities in order to meet the diverse social, educational, cultural, and recreational needs of individuals and families residing in Boston's downtown neighborhoods. Through quality programs, collaborative partnerships and volunteer support, our organization seeks to build and foster a strong sense of urban community and improve the quality of life for residents of all ages. The Hill House Little League Baseball season is right around the corner and we're looking for energetic coaches! Volunteer coaches are needed for 8 weeks beginning mid-April through early June. Our teams of four age groups start play the week of April 9<sup>th</sup>. Each week, teams will practice one night a week and play one Saturday game on the Teddy Ebersol's Red Sox Fields (TERSF). The last day of the season will be June 9<sup>th</sup>. Volunteer coaches are needed to assist with our T-Ball (age 5), AA (ages 6-7), AAA (ages 8-9), and Majors (ages 10-12) programs.

**Contact:** Juliana Longthorne at [jlongthorne@hillhouseboston.org](mailto:jlongthorne@hillhouseboston.org) or 617-227-5838 ext. 11

### **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)

### **Jewish Big Brothers Big Sisters**

A nonprofit organization, Jewish Big Brothers Big Sisters is dedicated to enriching the lives of children and of adults with disabilities by establishing and supporting one-to-one relationships with professionally matched, caring volunteers. Our mission is to provide a mentor for every child who wants and needs one. Our vision is for our Little Brothers and Little Sisters to be changed for the better, forever.

Becoming a Big Brother or Big Sister can be one of the best things you can do, for your community, for a child and for yourself. Big Brothers and Big Sisters often describe the experience as one of the most meaningful in their entire lives. When two people share the relationship, it is a very special and powerful connection. The Big/Little connection has come to mean a shared bond in which both encourage, celebrate and support one another. With just 1% of your time each month, you will enrich the life of a child and have a lot of fun doing it.

Applying to be a volunteer is quick and easy. It's your first step in learning about a great volunteer opportunity where you can have fun while giving the gift of friendship to a child in need or to an adult with a disability.

**Contact:** Alanna Zammett at [alanna@jbbbs.org](mailto:alanna@jbbbs.org) or 617-558-6535

### **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

### **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 [jfkcityconnects@gmail.com](mailto:jfkcityconnects@gmail.com) or 617-635-8127

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

### **Jumpstart**

**Serve Your Community, Build Your Resume, Change a Child's Life** – Jumpstart is working toward the day every child in America enters school prepared to succeed. Our program offers motivated students a chance to intervene early in order to **close the achievement gap**, while building strong relationships with the surrounding community. Northeastern students are paired with preschoolers from low-income neighborhoods to **support children's language and literacy skills** through shared reading and play, ensuring that they will be ready for kindergarten and beyond. Jumpstart Corps Members and Team Leaders receive **extensive professional development** and **invaluable experience** that will substantially **build their resumes** and launch their professional careers. Students may earn their **work-study** funds and may choose to work toward an **AmeriCorps Education Award of \$1175** by serving **300 hours**. Two days a week, Corps Members implement a fun and exciting curriculum to provide all children with the quality education they deserve; the time slots are: **Monday and Thursday from 2.30pm to 6pm, or Tuesday and Friday from 9am to 1pm, or Tuesday and Friday from 2pm to 6pm**. Additionally, students work as a teacher's assistant 5 hours a week, amounting to **15 hours of service a week**. Please note that both positions are full **academic year commitments** and that students must be available during the Fall and Spring Semesters. These commitments may also fulfill many of Northeastern's civic engagement and service-learning requirements.

Jumpstart at Northeastern University is now **accepting applications for 2012-2013!** Students of all majors are encouraged to apply! 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).

### **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

### **Math Clinic at Roxbury Community College**

Roxbury Community College is a co-educational public institution of higher education offering associate Degrees and certificate programs. RCC's primary objective is to provide residents of the Commonwealth, specifically those individuals living in the greater Boston area, "optimum opportunity for access to a college education consistent with their interests and aptitudes and to reduce to a minimum economic, social, psychological and academic barriers to educational opportunity." The college's goals are the result of ideas generated by and from the college community and reflect a response to the needs of the larger Roxbury community.

A community-based Board of Trustees appointed by the Governor of the Commonwealth of Massachusetts works with the College's President to ensure that Roxbury Community College is an effective educational institution providing a strong vehicle for the community to grow and prosper. (<http://www.rcc.mass.edu/About/Default.asp>)

The Math Clinic at RCC is an academic support service whose mission is to assist students of all abilities in their study of mathematics by providing a safe environment to ask questions, complete homework and use technology. We provide free walk-in tutoring and need volunteer math tutors. Candidates should be proficient in basic mathematics, algebra, pre-calculus, calculus, various base number systems, probability and introductory statistics.

Contact at: Professor John McColgan at [jmccolgan@rcc.mass.edu](mailto:jmccolgan@rcc.mass.edu) or 617-710-3795

### **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

### **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)

### **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)

### **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

### **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)

### **Peterborough Senior Center**

The Peterborough Senior Center is a community, drop in center located in the Fenway area. The seniors we serve are very active! We offer a variety of classes and activities including, yoga classes, movies, art classes and singalongs with students from Berklee. We're looking for volunteers who have a special skill or interest to teach, share or present at the center and/or someone to help with daily administrative duties. This is a great place to interact with seniors in the community and gain experience within the geriatric field. We're open Mon-Fri 9:30-2:30 and volunteer schedules are very flexible.

**Contact:** Penina Adelman at 617-536-7154

### **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)

### **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

### **The First Baptist Church in Jamaica Plain**

Crossroads Cafe--Saturday Community Lunch for Seniors and their Guests: The Crossroads Cafe takes

place every Saturday from 12:30-2pm at the First Baptist Church in Jamaica Plain (633 Centre St, by the Post Office). With many hands contributing, we provide a home-cooked and healthy meal in a warm atmosphere to an average of 50 seniors (and guests of other ages), often with live music or another type of entertainment or educational program accompanying.

Volunteer opportunities include:

- (1) food prep, from 10am to 12pm
- (2) set-up, from 11:30am-12:30pm
- (3) serving, from 12:30-2:00pm
- (4) clean up, from 2:00pm-3:30pm
- (5) or entertainment/education, during the lunch from 12:30-2:00.

Please contact Allie in the church office if interested: 617-524-3992, [churchoffice@firstbaptistjp.org](mailto:churchoffice@firstbaptistjp.org)

### **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)

### **The Photography League**

Interested in photography, the environment, or volunteering? Looking for something fun to do over spring break? Visit <http://thephotographyleague.com> and respond to this week's prompt "The Lorax" with a photograph or comment.

Every Monday a new "prompt" will be posted on the homepage. A prompt can be anything from a quote to a YouTube video or short story. The goal is to respond to the prompt by taking a photograph inspired by it. Below each prompt will be details for an upcoming, environmentally-related volunteer opportunity or event in Boston. The prompts are meant to be provocative and controversial to encourage people who feel exceptionally strongly about them to go out and learn more or take action!

If you're interested in more long-term volunteer opportunities, check out the "Get Involved" tab for

an event calendar and links to the volunteering pages of environmental organizations in Boston.

### **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)

### **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!

### **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) !

### **Write Boston**

Volunteer as a writing tutor at English High School in Jamaica Plain. Help students to develop writing ability and confidence. Through writing, deepen students' understanding of content and nurture creativity. Students need support brainstorming, planning, researching, developing ideas, drafting and revising. Be part of an innovative, energetic place where students are empowered through writing!

**What:** Work on writing projects with high school students both individually and in small groups

**When:** The Writing Center at English High School is open from 8:00-4:00 on Tuesdays and Thursdays. Choose a 2-4 hour once a week shift.

**Where:** English High School is located at 144 McBride Street (off Washington Street) in Jamaica Plain, MA. The Orange Line's Green Street stop is the closest T stop.

**Who Should Apply?** Tutors should enjoy teenagers and have solid writing skills. We write in all subject areas, so individuals with a background in science, engineering, computer science, etc. are encouraged to apply, as well as those with creative writing experience. We strive to create a diverse staff.

**Interested?** Contact Writing Center Coordinator Sage Marsters [sage.marsters.jcs@cityofboston.gov](mailto:sage.marsters.jcs@cityofboston.gov)

**The YMCA of Greater Boston International Learning Center.**

The YMCA International Learning Center (ILC) of Greater Boston has served as Boston's immigrant and refugee community since 1975. At the ILC, classes are provided for learners who come from over 34 different countries across the world. It is here that they can expand their knowledge in computer skills, job readiness, and English as a Second Language (ESL). Through interpersonal and professional coaching, volunteers help bridge language and cultural differences, providing the opportunity for advancement to the English Language Learners (ELLs) so that they are able to further contribute to the greater-Boston community and all of mankind.

Our primary goal is to help immigrants and refugees develop their proficiency in English literacy so that they can reach their full potential in the various roles they fulfill. As a volunteer, you play a vital role in helping us work towards reaching this goal. The effort that you put in ensures that our students continue to receive the assistance they need in order to be successful in their endeavors. Our location is on NEU campus and we look forward to your joining us not only as volunteers but also as part of our energetic teaching team and a richly vibrant educational community.

If Interested Contact: Solomon Kiffle\_Ed.D at [solkiff@gmail.com](mailto:solkiff@gmail.com) or 617-927-8078

## ***Jobs/Internships***

### **Boys and Girls Club of Middlesex County**

All of the open positions require consistent attendance M-F for 25 hours/week paying between 10 - 12/hour depending on experience.

**Sports and Education Program Specialist:** Cambridge Location

Visit their [website](#) for more information!

**Technology and Program Specialist:** Medford Location

Visit their [website](#) for more information!

**Education and Evaluation Specialist:** Healey Location

Visit their [website](#) for more information!

Contact: Dana Benjamin, Director of Operations and Program Development  
at **617-623-7370 x 119**

**Colleges Against Cancer – Relay For Life Committee**

Colleges Against Cancer & The Relay For Life Executive Committee is looking for dedicated students to join our 2013 Committee! We have a number of various positions available that will all work together to make next year's Relay For Life the best yet.

Relay for Life is Northeastern's LARGEST fundraiser. This is your chance to be a part of something huge! With over \$450,000 raised so far in three years, we're looking to make next year's *even better*.

If interested, email us at [NortheasternRelayForLife@gmail.com](mailto:NortheasternRelayForLife@gmail.com) and we'll send you application! Applications are due May 11, 2012 so make sure to apply soon!

**DataCenter**

The Research Justice intern will work on projects in partnership with grassroots and community organizing groups working for social change. Projects vary in terms of issue area and methodology and interns will be placed based on their interest and experience as well as organizational needs. The internship program is a key component of our strategic priority goal to strengthen the capacity of the grassroots by harnessing the power of research.

DataCenter believes in advancing the concept and strategy of Research Justice — a theory and practice for social change that validates all forms of knowledge, and puts information in the hands of communities organizing for justice. We know that communities are experts about the problems and solutions affecting their lives. DataCenter helps surface that knowledge in ways that develop leadership, increase community power, and generate momentum for social change.

Position Qualifications:

- Interest or experience in participatory research and grassroots organizing
- Experience with qualitative or quantitative research
- Interest or experience in popular education
- Ability to work independently and learn quickly
- Excellent oral and written communication skills
- Computer and Internet skills (experience with SPSS, NVIVO or GIS a plus)
- Competent at working within diverse cultural communities.

Contact Jay Donahue at [jay@datacenter.org](mailto:jay@datacenter.org) or 510-835-4692 ext 307

**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).

### **Peterborough Senior Center**

#### *ESL Teacher Needed!*

The Peterborough Senior Center serves primarily low income seniors in the Fenway area. Our center is a drop in center meaning that we are not part of a nursing home or assisted living community. The seniors who come for yoga, musical activities and movies are a very active and youthful group!

The Fenway neighborhood has a very strong sense of community, and it is very diverse. There are large populations of people who do not speak English as a first language. Many of the people we serve speak Russian and some speak Spanish and Mandarin. We are looking for an ESL teacher to continue teaching the ESL classes we offer. ESL teaching certification is not necessary, just knowledge of the English language, patience and creativity. We are looking for someone to start as soon as possible and continue into the summer (if they are able to).

**If Interested Contact:** Penina Adelman at 617-536-7154

### **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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### **Teen Voices**

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

### **Editorial Mentor-Summer Opportunity**

**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 late June. The session ends with our Summer Awards Ceremony in mid-August.

**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.

**Development Assistant Intern-Summer Opportunity!**

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)

### **Program Assistant-Summer Opportunity!**

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:**

1. Work alongside the Program Coordinator to set up workshops, field trips, and special events.
2. Communicate with in-house departments and external funders to coordinate daily functioning of the *SHOUT!* program.
3. Initiate correspondences to pursue collaborations with other organizations.
4. Publicize Teen Voices internships and volunteer opportunities by updating job listings and finding new opportunities for recruitment and outreach.
5. 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.

\*\*\*\*\*

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\****

### **The MATCH Charter Public School- After Graduation Opportunity!**

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>

### **The Urban Prep Fellows Program: After Graduation Opportunity!**

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.

**Thanks for reading! If you have any questions about the opportunities listed,  
please don't hesitate to contact us at:**

**Center of Community Service  
172 Curry Student Center  
(617) 373-5809**

**[communityservice@neu.edu](mailto:communityservice@neu.edu)  
[www.northeastern.edu/communityservice](http://www.northeastern.edu/communityservice)**