



Northeastern University

Center of Community Service Newsletter

Center of Community Service

September 01, 2011

Center of Community Service E-Newsletter: September 2011

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Northeastern University *Center of Community Service*

September 2011

Happy September!

Welcome back Northeastern students! The fall semester has begun, which means it is time to start thinking about how YOU want to get involved in the community this fall semester. Want to work with preparing preschool students for elementary school? Join JUMPSTART! Would you like to contribute your unique skills to a local public school? Read up on Citizen Schools! Are you interested in finding a fun way to do service? Join the Northeastern Mural Club! No matter what your interests are, we have the insider's scoop on all things service here at NU!

As promised, here is your September E-Newsletter.

News from the Center of Community Service

Alternative Spring Break Information Session Dates have been Announced!

Are you interested in going away for Spring Break with a group of NU students to do meaningful service work? If your answer is yes, then make sure to attend one of the following information sessions before the applications get posted in October!

- Thursday, September 15th at 3pm in 340CSC
- Tuesday, September 20th at 12pm in 340CSC
- Wednesday, September 28th at 4pm in 340CSC
- Thursday, September 29th at 7:30pm in 346CSC

If you have any additional questions, contact the Center in 172 Curry

Sign up for the Service-Learning Newsletter!

The Service-Learning 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! The most recent newsletter can be found

on our website: www.neu.edu/servicelearning

To receive the Service-Learning Newsletter via email, contact: service-learning@neu.edu

Volunteer Opportunities: One-Time Events

The Juvenile Diabetes Research Foundation

The Juvenile Diabetes Research Foundation is an international organization whose mission it is to find a cure for type 1 diabetes and its complications through the support of research. One of the many ways JDRF raises funds for research is through our national Walk to Cure Diabetes program. This year's Boston Walk to Cure Diabetes is happening on Saturday, October 1st at the DCR Hatch Shell. Currently we are looking for Walk Day Volunteers in the following areas:

Boston Walk – Saturday, Oct. 1, 2011

- Event Set-Up – *requires heavy lifting* (6:30 am - 9:30 am)
- Registration Tent (8:45 am - 12:00 pm)
- Food Tent (8:45 am - 1:00 pm)
- T-Shirt Tent (9:30 am – 1:00 pm)
- Walk Route Cheerleaders (9:30 am – 12:30 pm)
- Kids Tent (9:30 am – 1:00 pm)
- Walk Clean Up/Breakdown (12:30 - 2:00 pm)

For more information, contact: Rachel S. Gilbreath at rgilbreath@jdrf.org for a Volunteer Sign-Up Sheet.

2011 Out of the Darkness Community Walks

Walk Date: Saturday, October 15th

In the United States, a person dies by suicide every 15 minutes, claiming more than 34,000 lives each year. It is estimated that an attempt is made every minute; with close to one million people attempting suicide annually. With your participation, you will not just be walking, and your donors will not just be writing a check - you will be helping to save lives.

By walking in the *Out of the Darkness* Community Walks to benefit the American Foundation for Suicide Prevention (AFSP), you will be walking with thousands of people nationwide to raise money for AFSP's vital research and education programs to prevent suicide and save lives, increase national

awareness about depression and suicide, advocate for mental health issues, and assist survivors of suicide loss.

For more information, contact: Melanie Varady at mvarady@afsp.org

Arthritis Foundation New England Region, Inc.

The mission of the Arthritis Foundation is to improve lives through the leadership in the prevention, control, and cure of arthritis and related diseases. We are in the process of recruiting volunteers for our 15th Anniversary Boston Arthritis Walk.

The 2011 Boston Arthritis Walk will take place on Sunday, September 18, 2011, at the DCR's Artesani Park in Brighton, MA. Registration opens at 10:30 a.m. and the walk will kick off at noon. Stick around following the walk for our post-walk celebration with food, entertainment and fun for the whole family! The Arthritis Walk is the signature fundraiser of the Arthritis Foundation. Participants from across the country join together to raise funds in the fight against arthritis. Form a team or join as an individual. For more information, visit www.bostonarthritiswalk.org.

The Arthritis Walk[®] is the Arthritis Foundation's annual nationwide signature event that raises awareness and funds to fight arthritis, the nation's most common cause of disability. It is a tremendous opportunity to help improve the lives of the 46 million men, women and children doctor-diagnosed with arthritis. Get your company involved or recruit friends and family members to form a team or walk as an individual. Best of all, walk in honor of a loved one with arthritis and know you're making a difference by raising funds to support Arthritis Foundation research, public health and public policy efforts to improve the lives of people with arthritis.

Contact Robin at 617-219-8221 or rmaxcy@arthritis.org to sign up to be a volunteer!

Making Strides Against Breast Cancer

Join the American Cancer Society in the fight against breast cancer at the 19th annual Making Strides Against Breast Cancer walk starting and ending 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, save lives, and create more birthdays by helping people stay well and get well, by finding cures, and by fighting back. Volunteers are needed the day before the walk Saturday, October 1, 3:00 – 6:00 p.m., to help prepare snack bags for walkers, as well as help set up for the following day's event. On Sunday, October 2, volunteers are needed to help set up and clean up, cheer on walkers, and act as route monitors. Times will vary depending on volunteer role. To sign-up to volunteer, to form a team, or for more information, visit cancer.org/stridesonline, email strides_boston@cancer.org, or call 1-800-227-2345.

Volunteer Opportunities: On-Going Service

Sudanese Education Fund

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

For more information, contact: Alec Ellsworth at Ellsworth.Alec@gmail.com and 781-641-0063

Or, visit the website: www.SudaneseEducationFund.org

Dearborn Middle School "Saturday School" Program 2011 - 2012

The Dearborn Middle School in partnership with the Dudley Street Neighborhood Initiative (DSNI), Roxbury Presbyterian Church (RPC) Adopt-A-School Program and Fidelity Investments announce a the successful return of the "Saturday School" program for a select number of students.

Classes will be held on Saturday mornings for a 6 week period from October 15th – November 19th from 9am-12:00pm at DSNI, 504 Dudley Street, Roxbury and RPC, 328 Warren Street, Roxbury.

A Dearborn Master Teacher is developing the curriculum to be followed during the 6 week period and the academic focus will be on vocabulary and comprehension. The Master Teacher will also be available to support volunteer tutors.

Volunteer tutors are needed to administer the curriculum and oversee the additional activities that will be offered during the class period. There will be 2 volunteers for every class and each class will consist of 5-6 students. There will be a 15 minute break during the 3 hour period and students will be given a "snack" consisting of fruit, fruit bars and juice. In addition to the focus on academics there will be opportunities for tutors and students to engage in relationship and team building activities.

Volunteer Tutor Requirements

Each volunteer will need to be willing to commit to 6 weeks, pass a CORI/SORI check and participate in 3 hour training. The training will be in two parts. Part 1 will cover the basics of "How to Tutor". Part 2 will cover "How to Administer the Curriculum (Lesson Plan)"

Sat, September 24th

Sat, Oct 15th – Sat, Nov 19th

Tutor Training

Saturday School

We are very excited about the return of this initiative and hope you will be inspired to join us as a

tutor in supporting the students at Dearborn as they turn their school around and develop their skills to succeed in school and life.

For more information, contact: Ros Everdell at reverdell@dsni.org or Alicia Mooltrey at amooltrey@dsni.org.

Teen Voices

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

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

For more information, contact: Erica Mace at hr@teenvoices.com or 617-426-5505 x34

Travelers Aid Family Services

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

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

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

Qualifications include:

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

Juvenile Diabetes Research Foundation – Bay State Branch

The Juvenile Diabetes Research Foundation is an international organization whose mission it is to find a cure for type 1 diabetes and it's complications through the support of research. One of the many ways JDRF raises funds for research is through our national Walk to Cure Diabetes program. This years Boston Walk to Cure Diabetes is happening on Saturday, October 1st at the DCR Hatch Shell. Currently we are looking for Walk Day Volunteers in the following areas:

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- Walk Route Cheerleaders (9:30 am – 12:30 pm)
- Kids Tent (9:30 am – 1:00 pm)
- Walk Clean Up/Breakdown (12:30 - 2:00 pm)

Students interested in volunteering should directly email Rachel S. Gilbreath at rgilbreath@jdrf.org for a Volunteer Sign-Up Sheet.

Together we will CURE, TREAT and ultimately PREVENT type 1 diabetes!

Educational Development Group, Inc

Educational Development Group, Inc (EDG) is a non-profit organization that provides low-cost, intensive ESOL classes to recent immigrants and assists them with resume-building and job-searching. We are hoping to find someone willing to donate a used but functional laptop to us. Additionally, we are always looking for students to volunteer as mentors. Mentors conduct afternoon activities with our students, practicing vocabulary, pronunciation, and leading conversation. They also provide general administrative support. If you have an unwanted laptop or are interested in volunteering with us, please call or e-mail us.

For more information, contact: Abby Klinge at abby@edginc.org or (617) 357-5717

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

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

For more information, contact: Amira Abdal-Khallaq at micah7mira@hotmail.com or at 617-635-8964

Mission Hill Breakfast Club



OFF CAMPUS STUDENT SERVICES

What: Volunteer for a 1 hour Mission Hill cleanup, and we'll treat you to breakfast!

When: Sundays @ noon
Sept. 11, 18, 25; Oct. 2, 16, 23, 30; Nov. 6, 20

Where: Meet at the corner of Calumet & St. Alphonsus Street; wear your NU colors!

RSVP to CA@neu.edu, or just meet us there!

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 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 or at 617-349-6588 ext. 422

Or, visit their website: 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 or (617) 994-4700.

Or, visit their website: http://www.bgcb.org/locations_clubs_yawkey.cfm

Boston Area Health Education Center

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

(Y₂HC) serves to increase youth awareness and involvement in public and community health issues by providing meaningful opportunities to learn and grow, personally, professionally, and academically through academic enrichment, mentoring, internships, and college preparation.

BAHEC's Y₂HC mentorship program is currently recruiting volunteers to mentor teens in the following areas: Academic support, (Health) Career exploration, or Youth leadership development. The program is an individual mentorship program (1 mentor with 1 mentee). Matches meet at BAHEC or in the community a minimum of 4 hours per month from September to May. This is a great opportunity to gain experience working with youth! Orientation and training is provided for all mentors. For further information or if you have questions about the program, please contact Lianna by phone or email.

The Food Project

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

For more information, contact: Elena Martinez at participate@thefoodproject.org or 7812598621

Or, visit their website: www.thefoodproject.org/volunteer

Jumpstart

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

Build

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

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

For more information, contact: Ryan Oliver at roliver@build.org or 617-239-8228

Or, visit their website at: www.build.org

Freedom House

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

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

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

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

Also, check out: www.freedomhouse.com

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

Northeastern University Mural Club

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

For more information, contact: MaryAlice Brislin at brislin.m@husky.neu.edu

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 !

Edward M. Kennedy Academy for Health Careers

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

Cristo Rey Boston High School

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

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

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

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

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

mmcnamara@crstoreyboston.org or 617-825-2580 x29

Or, visit their website: www.cristoreyboston.org

Big Sister Association of Boston

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

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

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

For more information contact: Nikki White at nwhite@bigsister.org or 617-236-5380

OR visit their website at: www.bigsister.org

Boston Area Health Education Center (BAHEC)

Boston Area Health Education Center's (BAHEC) Youth-to-Health Careers Program (Y₂HC) serves to increase youth awareness and involvement in public and community health issues by providing meaningful opportunities to learn and grow, personally, professionally, and academically through academic enrichment, mentoring, internships, and college preparation.

BAHEC's Y₂HC mentorship program is currently recruiting adult volunteers to mentor teens in academic support (Math, Science, and English) and health career exploration (for mentors majoring in the health and social sciences). Matches meet at BAHEC or in the community a minimum of 4 hours per month from November to May. This is a great opportunity to gain experience working with youth! Orientation and training is provided for all mentors.

For more information contact: Jessica Allen

Jallen2@bphc.org or (617) 534-2062

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

Boys and Girls Clubs of Boston

The mission of the Boys & Girls Clubs of Boston (BGCB) is to help young people; especially those who need us most, build strong character and realize their full potential as responsible citizens and leaders. We do this by providing a safe haven filled with hope and opportunity, ongoing relationships with caring adults, and life-enhancing programs. Help us by volunteering to:

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

If you're interested in volunteering regularly, please apply at http://bgcb.org/donate_volunteer.cfm.

For more information contact: Anita Yip at ayip@bgcb.org or 617-516-5420

OR visit the website at: 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 11th and 12th 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 or 617-349-6647

Or visit their website: www.breakthroughcambridge.org

Centro Presente

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

For more information contact: Patricia Montes

pmontes@cpresente.org or (617) 629-4731

OR visit their website at: 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 or 617-695-2300 x 1168

Or Visit their website at: www.citizenschools.org

Discover Roxbury

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

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

Year Round Volunteer Opportunities include:

- Data entry and minimal web-based research

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

Event Specific Volunteer Needs include:

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

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

For more information contact: Marcia at marcia@discoverroxbury.org or 617-427-1006.

OR visit their website at: www.discoverroxbury.org

Dr. Matthew S. Shwartz Hospice & Palliative Care

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

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

Although volunteers cannot provide physical care for patients, they can do many things that add to the comfort and quality of life for patients and families. Volunteers welcome the chance to help in whatever way they are needed.

For more information contact: David Dismas, Volunteer Coordinator

ddismas@shwartzhospice.org or 617-336-7221

Or visit the website: www.shwartzhospice.org

GoodGuides Youth Mentoring Program

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

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

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

For more information contact: Crystal Watson

cwatson@goodwillmass.org or (617) 541-1209

OR visit their website at: www.goodwillmass.org

HeadCount

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

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

Volunteers should be professional, driven, goal-oriented, politically aware, and dependable. Prepare to play a big role, as team leaders will look to volunteers to help organize, communicate, canvas, register, and share any ideas and initiative they may have. From community organizers in New York City to graphic designers in Colorado to green energy consultants in California, HeadCount relies on volunteers for fulfill our mission of inspiring participation in democracy through the power of music. With residencies at the House of Blues, the Royale, and the Paradise: volunteers can choose from dozens of great shows a month to come out and work. Examples of past HeadCount shows this year include John Mayer, Phish, Jack Johnson, MGMT, DeadMou5, Dave Matthews Band, STS9, My Morning Jacket, Cake, Bassnectar, Umphrey's McGee, She and Him, Tom Petty, and many many more. If you are interested in volunteering please go to <http://www.headcount.org/volunteer/> to create a volunteer profile and sign up for shows.

For more information contact: Liz O'Donnell at lizo@headcount.org or (339) 927-6629

OR visit their website at: <http://www.headcount.org/volunteer/>

Home Inc.

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

For more information contact: Bruce Dillenbeck

617-427-7663 or brucedillenbeck@homeinc.org

Or Visit our website: 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

Institute for Justice & Democracy in Haiti (IJDH)

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

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

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

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

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

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

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

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

John F. Kennedy Elementary School

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

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

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

MissionSafe of Roxbury

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

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

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

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

OR visit their website at: www.missionsafe.org

Nathan Hale Elementary School

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

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

OR visit their website at www.nathanhaleschool.org

Newton Community Center

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

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

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

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

For more information contact: Claire Kashuck at ckashuck@ncscweb.org or 617-969-5906 ext. 210
Or visit the website: www.ncscweb.org

NuPath

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

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

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

Parkside Christian Academy

Parkside Christian Academy/Cross Factor (the High School) is an independent, coeducational, non-denominational Christian day school approved by the city of Boston. The purpose of Parkside Christian Academy is to provide a facilitating for the mastery of reading, language, math, arts, sciences, and the basics of Christianity for the following classes: Preschool-High School. PCA is a safe and nurturing

environment. We are privately situated on 4-plus acres in a quiet residential neighborhood in Jamaica Plain, across from Franklin Park, and near Arnold Arboretum.

The following are our volunteer opportunities:

Tutors:

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

After School Volunteers:

Great For: Groups, seniors, Teens Service

Area(s): Sports and Recreation,

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

Hourly Commitment: 2hrs/day

Number of Positions: 7

For more information contact: Mrs. Becky Cruz-Crosson

bcruzcrosson@parksideca.org or 617-522-1841

Or visit their website at: www.parksideca.org

Partners for Youth with Disabilities

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

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

For more information contact: Jeff Lafata at jlafata@pyd.org or 617-556-4075 x18

Or visit their website at: www.pyd.org

Phineas Bates Elementary School

Great opportunity to get your foot-in-the door with Boston Public Schools and experience working with grades K1 - 5. Help us implement an organized games curriculum during our lunch and recess periods. Experience working with kids and skills in managing groups of students is helpful, but we are willing to train. Successful volunteers will be offered a letter of recommendation from the principal and consideration for any available openings.

For more information contact: Kelly Hung
khung@boston.k12.ma.us

Phoenix Charter Academy Mentoring Program

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

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

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

Be part of our mission, build relationships with students, and ensure our students success in college!

For more information contact: Hayley Bentley
hbentley@phoenixcharteracademy.org or 603-728-8376
OR visit their website at www.phoenixcharteracademy.org

Playworks

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

- Recess: Facilitating safe, meaningful and inclusive activities during recess every day for all students;

- Class Game Time: Working collaboratively with teachers to deliver programming aimed at developing students' leadership and conflict resolution skills and using play to reinforce academic learning;

- Junior Coach Program: This innovative leadership model allows the program coordinator to identify and train 15 excellent student leaders who become "coaches" by helping to lead games at recess, resolve school yard conflicts and serve as positive role models within the school community;
- After-School Program: Providing high quality programming during the critical hours after school, supplying a healthy snack, homework and academic coaching and an additional opportunity for physical activity;
- Interscholastic Athletic Leagues: Coaches organize and coach non-competitive interscholastic sports teams throughout the school year for 4th and 5th grade students, aimed at skill development, providing a team experience and teaching positive sporting behavior.

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

For more information contact: Max Fripp at mjohnson@playworks.org or 1-617-553-4476

Or visit the website: www.playworks.org

Recording for the Blind & Dyslexic

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

For more information contact: Volunteer Coordinator at volboston@rfd.org

OR visit their website at www.rfd.org

St. Ambrose Family Shelter

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

Volunteers complete service projects within the shelter and on its grounds. Volunteers are needed for everything from painting and cleaning to organizing storage rooms and our food pantry. Volunteers also do grounds beautification, outdoor clean-up, and help with our gardens. St. Ambrose usually hosts groups of 4-20 volunteers, depending on the project that needs completion.

For more information contact: Meghan Creighton at meghan_creighton@ccab.org or (617) 288-7675
OR visit their website at: www.ccab.org

United Planet

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

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

Jobs/Internships

MATCH Corps

The MATCH Corps, a highly selective one-year urban education fellowship, is looking for top-notch seniors who are interested in joining next year's Corps.

The Corps is a group of 110 top recent college graduates who work one-on-one with six to eight MATCH High School, Middle School, or Elementary School students. All three schools are open-admission Charter Public Schools in Boston, MA. Corps members receive housing, insurance, and a modest living stipend. This full-time service program is designed to fully close the academic Achievement Gap, one student at a time. Each Corps member works to guarantee the academic success of MATCH students. Corps members also undertake secondary projects such as serving as teaching

assistants, and may also coach teams and manage extracurricular programs.

We also offer an optional teacher training program called MATCH Teacher Residency. In MTR, Corps members receive additional training on the weekends with the aim of becoming unusually effective first year teachers in high-poverty schools. Graduates of MTR go on to teach at some of the most highly regarded charter schools in the country and tend to outperform other rookie teachers in the classroom.

Applications open September 1, 2011. To apply, go to: <http://apply.matcheschool.org/apply.php>

For more information, contact: Sara Parr at sara.parr@matcheschool.org or 617-232-0300

Or, visit their website: www.matcheschool.org

Health Careers Ambassadors Program Coordinator

About the Hyde Square Task Force: Founded in 1991, the Jamaica Plain based Hyde Square Task Force serves more than 1,000 youth ages 6-21 each year through award-winning programs in: Youth Leadership Development, College Preparation and Academic Support, Arts and Cultural Enrichment, and Youth Led Organizing and Community Development Initiatives. The mission of the Hyde Square Task Force is to develop the skills of youth and their families so they are empowered to enhance their own lives and build a strong and vibrant urban community.

Job Title: Health Careers Ambassadors Program Coordinator (Full-time)

Team: Youth

Reports to: Manager of Youth Community Development Programs

SUMMARY: The Health Careers Ambassadors Program Coordinator will oversee and represent the organization on all health related initiatives, both internally and externally. More specifically, he/she will oversee the development and implementation of the Health Careers Ambassadors Program. He/she will also work with other Youth Community Development (YCD) Program Coordinators and the Manager of YCD Programs to create consistency across youth teams and deliver the highest quality of programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the recruitment, hiring and orientation of teens ages 14 to 18 on behalf of HCAP.
- Directly supervise a team of 16 teens and engage them in weekly youth leadership activities.

- In collaboration with Health Center partners, develop and implement appropriate curriculum and meaningful projects for youth participants, in which they are engaging in community education activities (sexuality education) and social change projects (standard patients training with physicians).

- Act as a case manager to track participants' individual goals achievements and progress
- Maintain and update teens' files.
- Work collaboratively with the College and Careers Success staff in setting realistic post-secondary educational and professional goals
- Connect teens to additional support resources as needed

- Represent the organization and oversee the youth's involvement in neighborhood, city, and state-wide coalitions/networks specific to public health promotion and health equity.
- Work with the Manager of Youth Community Development Programs in managing all timelines and fulfilling funding requirements.
- Record all program activities and evaluation data, including bi-weekly feedback, funder mandated evaluation tools, and internal evaluation requests.
- Support the development team staff in activities including but not limited to:
 - Complete, edit or provide necessary information for reports and grants
 - Prepare youth for fundraising events and site visits
 - Provide regular updated program information (anecdotal and outcome progress)

HSTF Organizational

- Collaborate with the other youth team staff to plan and organize youth team related matters
- Support organizational needs and events
- Build and maintain relationships with program funders and partners
- Participate in community events in support of the organizational mission
- Represent the organization in funder and partner events
- Work with Program Director in preparing press and media needs on behalf of the program
- Deliver high quality work at all times and maintain professional and timely communications daily.

Position Details:

- full-time salary position, eligible for employee benefits, including health, dental, flexible spending, and 403(b) investment account - paid vacation and sick time - professional development opportunities encouraged - a valid driver's license strongly preferred - nights and weekend hours occasionally required

Qualifications:

- BA or equivalent
- Minimum 2 years experience with group instruction
- Bilingual (Spanish) strongly preferred
- Creative, motivated, dynamic and outgoing individual
- Ability to work with urban youth from different racial and ethnic backgrounds
- Commitment to urban education and social justice

Please email resume, cover letter and three professional references by September 21, 2011 to:

Ana Almeida-DoRosário
Manager of Youth Community Development Programs
ana@hydesquare.org

Grant Writer

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

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

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

Primary job responsibilities:

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

Qualifications:

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

Salary is commensurate with experience.

We will review all submissions, identify viable candidates, and contact ONLY those individuals selected

to continue in the search process. Applications will be accepted until the position is filled. Please send resume and cover letter via email to Pat Gray- dev@hypesquare.org. No phone calls please.

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

Fenway Community Development Corporation

Fall 2011 Internship Opportunity

Fenway Community Development Corporation (Fenway CDC) is seeking student interns to support our efforts to improve the Fenway community. Interns will be provided with direct supervision from experienced staff as they contribute their energy and skills to our work.

Fenway CDC is a membership organization that works to achieve greater residential stability and diversity in the Fenway neighborhood. We engage residents in community planning, develop affordable housing, and advocate for community services primarily aimed at meeting the needs of low- and moderate-income residents. We envision the Fenway as an urban village - a model of smart growth and sustainability where both residential and institutional neighbors thrive. Toward this end, we seek to capitalize on the opportunities and address the challenges arising from the Fenway's unique concentration of world-renowned institutions, which are important drivers of the regional economy.

Community Organizing Intern: The community organizing intern will focus on efforts to engage families and other residents in the Fenway neighborhood. The intern will help mobilize people to participate in community organizing and planning efforts for priorities such as affordable housing, programming for youth and seniors, and public transit. Intern(s) will assist with neighborhood outreach and provide support for workshops and community meetings. Requirements:

- Interest in organizing, urban planning, families, affordable housing, and/or public transit.
- Commitment to social justice and democracy.
- Can commit 10 to 20 hours per week for at least 10 weeks.
- Bilingual speaking and writing ability in Spanish and/or Mandarin highly desired but not required.

Marketing/Outreach Intern

The marketing/outreach intern will help to engage Fenway residents in CDC programs and activities. The intern(s) will help to conduct outreach to community members, update Fenway CDC materials and produce an e-newsletter and regular e-alerts. Requirements:

- Interest in and experience with marketing and/or material development.

- Journalism, communications, and/or marketing major or experience.
- Can commit 5 to 20 hours per week for at least 10 weeks.
- Bilingual writing and speaking ability in Spanish, Mandarin Chinese, and Russian desired but not required.

CONTACT:

If you are interested in the intern position listed above, please send an email to Sarah Horsley at shorsley@fenwaycdc.org, that includes the following:

- your resume as a Word attachment
- which internship you are interested in and why

the date you would be available to start and days and times you would be available each week

Suzanne Lee Campaign Internship

Progressive Boston City Council candidate Suzanne Lee is seeking enthusiastic interns for the summer and fall to work in a fast-paced campaign office. Duties involve phone-calling, canvassing, visibility, data entry and voter identification; responsibilities vary depending on level of commitment. This is a great opportunity to learn the intricacies of campaign work and voter organizing.

Candidates must have strong organizational and interpersonal skills, experience with social media a plus. Interns will report to the Field Director to carry out and expand voter outreach. Minimum 10 hr/week commitment, involving one 6-9pm and one early afternoon weekend shift. Positions are unpaid, but opportunity for leadership with increased involvement.

Submit resumes and any additional questions to info@suzanneleeboston.com, or visit our website, www.suzanneleeboston.com

Project No One Leaves Internship

Project No One Leaves is anti-foreclosure campaign covering Boston and surrounding areas. Our mission is to empower citizens living in foreclosed properties to protect their homes and communities through grassroots organizing, legal education, and civic engagement. We aim to bring together tenants and owners, students and neighbors, and individuals of all backgrounds to achieve this common purpose. Project No One Leaves works in conjunction with City Life/Vida Urbana to inform tenants and former homeowners of their rights. We also work with legal services lawyers to fight post-foreclosure evictions, and we work with Boston Community Capital to help some former homeowners buy back their homes.

Summer interns will be involved with all aspects of this work. Full-time interns will organize canvassing, train canvassers, canvass and work directly with City Life/Vida Urbana in leading workshops and meetings for tenants and homeowners. Part-time volunteers are invited to commit to canvass as much

as their schedule permits. We are especially interested in volunteers who drive.
More information is available at www.projectnooneleaves.org.

The Emerald Necklace Conservancy

The Emerald Necklace Conservancy brings people together to renew, enliven, and advocate for the Emerald Necklace Park System. We have volunteer events throughout the year that include, but are certainly not limited to, cleanups, invasive species, removal, planting, and educational walks/talks. In the past we have had Northeastern student groups & Greek Life volunteer in cleanups and paintings and we were overjoyed and impressed by their dedication and willingness to get their hands dirty and help! We would love to work with you in the future to develop our relationship as your new neighbors in the Back Bay Fens.

For more information contact: Teresa Bryant, Project Assistant
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Or Visit their Website at: www.emeraldnecklace.org