



Northeastern University Center of Community Service

July 2010 E-Newsletter

Greetings!

The information posted below lists both on-going and one time service opportunities at local organizations in all varieties of volunteering; there's something for everyone! As a reminder the Service-Learning Teaching Assistant Program is still accepting applications for fall 2010! To access the full program description and application, please go to: www.neu.edu/servicelearning

Thank you!

News from the Center of Community Service:

nuSERVES

nuSERVES 2010 is accepting applications for first-year team members! Do you want to meet new friends, move in early and serve your soon-to-be community?! This year, nuSERVES participants will spend the week of Monday, August 30th through Friday, September 3rd exploring Boston and serving the neighborhoods of Fenway, Mission Hill, Roxbury, and the South End. **Note: Applications are accepted on a rolling basis with the final deadline to apply being Friday, August 13th at midnight.**

To apply visit: http://www.northeastern.edu/communityservice/programs/nu_serves.html

For more information contact: Sara De Ritter, Associate Director
s.deritter@neu.edu or 617-373-5838

Husky Volunteer Team

Are you looking for a way to get involved in the local neighborhoods around Northeastern? Do you want to volunteer, but can't commit a lot of time? Will you be on campus summer II? Join the Husky Volunteer Team! These teams of 2-5 students volunteer consistently at one service site through the duration of the semester to really grasp their impact on the organization over time. Registration for Summer II HVT is now available on our website and in our office, 172 Curry!

Visit: www.northeastern.edu/communityservice

Contact: communityservice@neu.edu

Jumpstart

Earn Money, Build Your Resume, Change a Child's Life – Jumpstart is working toward the day every child in America enters school prepared to succeed. We pair Northeastern students 1-on-1 with preschoolers from low-income communities in learning relationships that support children's language and literacy skills so 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 living allowance, and may choose to work toward an AmeriCorps education award of \$1000. 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.** 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

Massachusetts Promise Fellowship

Apply to be a Massachusetts Promise Fellow! The Massachusetts Promise Fellowship is a statewide, youth development AmeriCorps program dedicated to providing a better future for children and youth in Massachusetts. Our 40 Fellows serve at non-profit organizations, schools, and city agencies across the state leading a variety of initiatives related to youth, including youth leadership development, mentoring, after-school enrichment, youth outreach and education, and volunteer recruitment and coordination.

During their year of service, our Fellows are highly supported and receive numerous trainings to enhance their personal and professional development. Through our partnership with Northeastern University, Fellows also have the opportunity to take free courses with the University's College of Professional Studies.

Please visit our website www.masspromisefellows.org for application instructions and further information or contact c.holohan@neu.edu.

Service-Learning:

Service-Learning Teaching Assistant Program: Still Accepting Applications for Fall 2010!

We are accepting applications from undergraduate and graduate students to serve as S-LTAs in the following courses:

- *Advanced French**
- *Advanced Italian**
- *Advanced American Sign Language**
- *Advanced Chinese**
- *Argumentation & Debate*

The Service-Learning Teaching Assistant (S-LTA) Program provides opportunities for students to take on leadership positions through which they provide support for courses utilizing Service-Learning (S-L). S-LTAs collaborate with faculty, community partners, and peers to apply the best practices to their utilization of S-L. They work to ensure both learning and service goals are met by:

- identifying appropriate community partnerships for the course
- establishing service experiences that match the learning objectives
- providing students with an orientation about S-L
- monitoring student service roles/projects
- enhancing and maintaining the community partnership(s)
- co-facilitating reflection discussions and assignments
- regularly assessing and evaluating the experiences and partnerships

Students: Applications are still being accepted and interviews are taking place on a rolling basis until positions are filled. **Students interested in any of the advanced language courses must have high proficiency or fluency in the respective language.*

Faculty: If you have not utilized S-L in your course before and plan to apply for an S-LTA, please contact the S-L Program at service-learning@neu.edu to discuss how S-L and an S-LTA can be utilized in your course.

To access the full program description and application, please go to:

www.neu.edu/servicelearning

Attention Community-Based Organizations: Partner through Service-Learning!

The Service-Learning (S-L) Program is excited to release its **Request for Partnerships (RFP)** for the **fall 2010** academic semester!

Fall courses seeking partnerships range from a variety of academic disciplines, including: *Communication Studies, Human Services, Modern Languages, Education, Industrial Engineering, Health and Science.*

Partnership applications for the fall 2010 semester will be reviewed on a rolling basis until all partnerships have been filled. Priority is given to applications received by noon on Thursday, July 1, 2010.

To learn more about partnering through Service-Learning and to access the RFP please visit: <http://www.northeastern.edu/servicelearning/forpartners/partner.html>

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!

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

Volunteer Opportunities:

One Time Service Events:

American Cancer Society – Bicycles Battling Cancer

July 25th

On Sunday July 25, 2010 the American Cancer Society is planning our second annual Bicycles Battling Cancer (BBC), which is a 75-mile bike ride with the start at WPI in Worcester and the finish at Boston College. The bike ride goes through the towns of Worcester, Leicester, Oxford, Millbury, Sutton, Northbridge, Upton, Hopkinton, Milford, Holliston, Medway, Sherborn, Millis, Medfield, Dover, Needham, and Newton. Since this event is only in its second year, we are in need of many volunteers to make the ride a success.

- We are looking for students to volunteer at the start and finish lines, act as route monitors, and to help at the aid stations located in Sutton, Hopkinton, Holliston, and Dover. Volunteer responsibilities consist of:
- Start Line Volunteer - Set-up, registration, parking, food and beverages, clean-up
- Route Monitor – Stationed along the route to guide riders
- Aid Station Volunteer/Captain - Food and beverages, check off each rider, clean up aid station, oversee other volunteers
- Finish Line Volunteer - Check off riders, food and beverages, load bikes for clean up the finish line at the end of the event

For more information contact: Lauren Petrucelli or Alyssa Cooke

NEDiv.endurance@cancer.org or 508-270-4665

OR visit their website at: www.cancer.org and search for Bicycles Battling Cancer

ALS Therapy Development Institute – Tri-State Trek

July 23rd-25th

Please join ALS-TDI to volunteer (for a few hours or a day) or crew (for all three days) for the Tri-State Trek! Your support is essential to making this event a success!

Single day volunteers are greatly needed and can participate from a few hours to an entire day depending on their availability. Members of the day volunteer teams can provide assistance at rest and lunch stops as well as overnight locations. *Weekend Crew* members are volunteers that travel as part of the Tri-State Trek and work throughout the three-day event. Running rest stops, overnight teams, or driving route support vehicles, Crew assist in a variety of ways and make for a smooth weekend. It's a 270 mile bicycle ride, and they go nowhere without their

Questions about our programs? Contact the Center of Community Service
172 Curry Student Center
communityservice@neu.edu or 617-373-5809

Crew. This three day, 270 mile bicycle ride, takes place July 23-25 and they Need More Cowbell!

For more information contact: Vanessa Plant

vplant@als.net or 617-441-7230

OR visit their website at: www.als.net / www.tristatetrek.com

AIDS Action Committee

July 10th-11th

The AIDS Action Committee of Massachusetts is a not-for-profit corporation dedicated to stopping the spread of HIV/AIDS by preventing new infections and optimizing the health of those already infected. AAC provides free, confidential services to over 3,500 men and women living with HIV/AIDS, as well as conducting extensive educational and prevention outreach to those at risk of infection. **Hotline Volunteers** help to answer over 7,000 calls per month with information, emotional support and referrals around HIV/STD issues such as risks, testing and treatment. Hotline volunteers work with interns and staff, as well as other volunteers, in a mutually supportive, fun environment. It is a great way to make a difference in many individuals' lives. The Hotlines program requires a one year commitment, of one 4-hour shift each week (shifts are 9-1, 1-5, and 5-8). The program requires a special application and interview meeting. Volunteers also take part in a weekend-long intensive training and ongoing skill-building.

To fill out an application for volunteering:

http://www.aac.org/site/PageServer?pagename=volunteer_signup.

For more information contact: Rylee Hollett

ehollett@aac.org or 617-450-1225

OR visit their website at: www.aac.org

Volunteer Opportunities continued:

On-Going Service:

ArtStreet

ArtStreet and the folk artist, Sidewalk Sam, are looking for summer interns and part time volunteers to work on a festival of spirit and creativity in Boston called The Fenway Festival of the Arts. It will take place this fall, on Columbus Day, Monday, October 11. The festival is being undertaken with the Fenway Alliance, an organization of 22 cultural organizations in Boston whose Opening Our Doors event is on the same day. The Fenway Festival of the Arts is a celebration of All the Arts in Boston. It will showcase hundreds of creative artists and cultural

organizations in the Greater Boston area. Visual artists, dancers, actors, writers, musicians and creative performers of all kinds will be showcased. Tens of thousands of students, families, and young people who want to celebrate the arts will be invited to watch hundreds of performers and then get creative, flaunt their talents and start the new academic year in high spirits. We seek summer help from creative artists, performers, business managers, office staff, event staff, media staff, an office manager, an HR director, a project manager, project planners and organizers, stage managers, gallery managers, sales staff, drivers, carpenters, and laborers.

For more information contact: Sidewalk Sam

sidewalk@sidewalksam.com or 617-244-1860

OR visit their website at: www.sidewalksam.com

Clean Water Action & MA Diesel Pollution Solution Coalition

For 36 years, Clean Water Action has won some of the nation's most important environmental protections through grassroots organizing, expert policy research and political advocacy. With 50,000 members in Massachusetts, CWA responds to the health issues residents want addressed and empowers people to make democracy work.

Air Quality is a serious issue in MA; diesel pollution contributes to some of the most dangerous levels of respiratory irritants and 'air toxics' exposure in the region and across the country. Black carbon soot and particulate matter (PM) contribute to climate and health concerns, with soot impacting climate change at a rate 2000 times that of CO₂, and PM responsible for premature deaths, heart attacks, asthma attacks, and lost work days.

Although federal clean diesel regulations for new engines help, 11 million old, dirty diesels in the US may be used for decades unless states and cities act now. Retrofitting diesel engines with filters will have immediate climate benefits, complementing long-term efforts to reduce CO₂ emissions.

Volunteer Opportunities:

- Research current campus, city, and state policies on diesel fleet clean-up
- Organize diesel discussions and generate on-campus solutions
- Attend public hearings and meetings with representatives in government
- Write and gather personal letters to key decision-makers

For more information contact: Vanessa Green

vgreen@cleanwater.org or 617.338.8131 x211

OR visit their website at: www.cleanwateraction.org/ma

Ocean Explorium

The Ocean Explorium is a center for marine science discovery, located in New Bedford Massachusetts. We are open to the public and have living exhibits, experiential learning and the amazing Science on a Sphere.

Team Blue is a service-based program designed to offer participants hands-on learning and experience within all aspects of the Explorium. Volunteering is a great way to get involved and learn about marine science, education, earth science and nonprofit operations. It is also the volunteer program that the Ocean Explorium looks to first to fill staff vacancies. Volunteers can work in four main areas of the Ocean Explorium – Front Operations, Office, Education and/or Husbandry.

For more information contact: Jennifer Costa

jcosta@oceanexplorium.org or (508) 994-5400

OR visit their website at: www.oceanexplorium.org

Whittier Street Health Center – Race Around Roxbury

Whittier Street Health Center is dedicated to providing high quality medical care and support services to our community. The Race Around Roxbury program is designed to inspire and encourage local youth to lead healthy and active lifestyles. After school each day, participants are involved in nutrition education, physical exercises, and self-esteem activities. The program's goal is that youth will have the knowledge, experience, and confidence to make healthy choices.

As a volunteer, you will have the ability to make a positive impact in their lives by teaching and leading them in a physical sport, game, or activity of your choice. By encouraging physical activity in an exciting and engaging way, you will motivate the kids to make activity a fun part of their daily routine. Teach for an hour and share your sport!

For more information contact: Kristin Ziemer

kristen.ziemer@wshc.org or 617-989-3192

OR visit their website at: www.whittierstreet.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. Our 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, we strive to prepare them to live successfully and independently by providing access to formal education, basic skills training, and English as a second language classes.

Our volunteers complete service projects within the shelter and on its grounds. We need volunteers for everything from painting and cleaning to organizing storage rooms and our food pantry. We also have volunteers do grounds beautification, outdoor clean-up, and help with our gardens. We usually host groups of 4-20 volunteers, depending on the project that needs completed.

For more information contact: Meghan Creighton

meghan_creighton@ccab.org or 617-288-7675

OR visit their website at: www.ccab.org

The Community Builders, Inc. – Franklin Park Apartments

Organization Mission: The Community Builders, Inc. (TCB) is a mission driven 501 organization that is focused on building and sustaining strong communities where people of all incomes can achieve their full potential. We achieve our mission by developing, financing, and operating high quality affordable, mixed-income housing, coordinating access to support services and asset-building activities, and shaping community and economic initiatives critical to the communities we serve. Our Franklin Park Apts. (FPA) development is a scattered site low income affordable housing property that is home to 220 households in Dorchester. At the FPA we have a Resident Services (RS) Department which is one of the primary points of contact for residents, connecting them with onsite activities and local services, in addition to addressing issues affecting residents' finances, tenancy and general well-being.

Volunteer Opportunities: The RS Department at the FPA is always looking for extra help in delivering services to the residents that live within our community! We have something for everyone, so whether you are interested in a one time volunteer opportunity for yourself or with a group that you belong to, or you are interested in a long term volunteer opportunity, please contact Renee Morin (contact information below) to discuss the different options that are available.

For more information contact: Renee Morin

rmorin@tcbinc.org or 617-445-8643

OR visit their websites at: www.tcbinc.org / www.thefranklinparkapartments.com

Tutors for All

Tutors for All bridges the achievement gap one student at a time. Through the creation of partnerships between colleges, public schools, and community agencies, we offer underserved students the systematic one-on-one instruction they need in order to thrive. Every semester TfA recruits hundreds of volunteers and work-study eligible college students to tutor one-on-one in a local public school. Tutors have their choice of subject (basic-skills literacy, basic-skills Math, and/or MCAS prep), age group (ranging from 2nd to 10th grade students), and program-site; programs are run on-site at the partnered public school with one exception: Simmons College hosts the Saturday morning 10th grade MCAS preparatory program. All programs are easily accessible by public-transportation. Tutorial works like a class for the students, therefore, program-times are set and differ by program-site. Prospective tutors are encouraged to visit the website where a detailed listing of tutorial opportunities and program-times can be found (www.TutorsforAll.org).

For more information contact: Michael Zinni

mzinni@tutorsforall.org or 508-269-1005

Or visit their website at: www.tutorsforall.org

Boston Area Health Education Center - Youth-to-Health Careers Program (Y₂HC)

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 one of the following areas of his or her choice: Academic support, (health) Career exploration, or Youth leadership development. The program is a group mentorship program (1 mentor with 2-4 mentees). Matches meet at BAHEC or in the community once per week for the academic year (September 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/bahec/Pages/Home.aspx>

Writerways Institute

The Writerways Institute, situated on Dudley Street near Roxbury Crossing in Boston, offers action-based learning projects to help prepare youth members with competitive full-scale management and production skills in mass media and communication arts. The current focus is on all forms of literary journalism and offset book publishing. A writing contest now awards a \$50.00 cash prize in connection with a full scholarship to the 12-week Writing, Publishing and Entrepreneurial Workshop Series scheduled for fall 2010.

Volunteer opportunities allow for college credit or professional and community service points and provide experience and portfolio enhancements currently in any of these main areas:

- **publicity / outreach - media relations & program representation;**
- **web page design & development - 3D animation and modeling preferred;**
- **resource development – locate considerations that provide for ads, etc.;**
- **media production coordination and educational assistance;**
- **administrative assistance - word processing, document review.**

To apply for a volunteer placement with the Institute, provide your full contact information, including email address, in a simple but impressive letter detailing your interest, eligibility with a request for interview, and *post mail* it to:

Writerways Institute

Attn: Seitu

1295 Beacon Street #1242

Boston MA

02446-0010

You will receive the Institute's reply by email. No phone calls, please.

For more information email: D. J. Seitu at writerways@live.com

EduSports Inc.

EduSports is a non-profit organization seeking to foster the physical and social development of youth through sports. EduSports helps to build a stronger community by helping youth achieve their academic and athletic abilities. EduSports empowers all youth to become tomorrow's leaders by teaching them the fundamentals of good sportsmanship.

2010 Summer Enrichment Sports Program

The Volunteer can help scholars in our Summer Enrichment Sports Program. Starting in July and ending in August. Again, the volunteers would assist in classroom teaching in grades 3-10. Monday thru Friday

2010-2011 After School Program

Volunteers would assist EduSports between the hours of 2:45pm-4:45pm or from 3pm-5pm (these hours are flexible) September-June-Monday thru Thursday. These volunteers would assist these scholars in homework assistance and elevate their skills in reading comprehension, writing and mathematics

For more information contact: Marco Cenafils & Josue Mecene
marco@edusportsites.org or (617) 419-6213

OR visit their website at: www.edusportsites.org

WriteBoston

WriteBoston, founded in 2002, is a citywide initiative that seeks to foster a culture of writing in the public high schools of Boston. WriteBoston works to improve students' writing proficiency by providing professional development for teachers and creating opportunities for students to engage in writing with peers and community members.

Two Opportunities to serve:

- 1) Help Boston Public High School students improve their writing skills and gain teaching experience by becoming a tutor in one of the WriteBoston Writing Centers. You will work one-on-one with students on papers, college application essays, and creative work. The Writing Centers are at Hyde Park Education Complex (HPEC) and West Roxbury Education Complex (WREC). They are open between 8 AM and 2 PM, Tuesday through Thursday. Training will be provided. Anyone with strong writing skills and an interest in helping high school students are encouraged to apply.

For more information contact: Ori Fienberg
ori.fienberg.jcs@cityofboston.gov or 1-617-541-2612

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

- 2) Help Boston public high school students learn how to research and write articles at WriteBoston's Summer Journalism Institute. You will work with participants to develop story ideas, plan and conduct interviews, and complete articles for Teens in Print, the newspaper written by teens, for teens, and published in association with the Boston Globe. The institute takes place on the Northeastern campus with occasional fieldtrips. Breakfast included. Some training will be provided. Skills recommended: excellent writing skills, interest in writing/teaching/young adults/journalism; journalistic experience a plus. Dates: July 6th-August 13th. Times available to volunteer: 8:30am-2:30pm

For more information contact: Ric Kahn
ric.kahn.jcs@cityofboston.gov or 1-617-541-2651
OR visit their website at: <http://www.writeboston.org>

Literacy Volunteers of Massachusetts

LVM volunteers help adults acquire the literacy and English language skills that empower them to realize their goals. By improving their basic skills through tutoring, adults are better able to meet life's challenges, be self-sufficient, provide for their families, help their children with homework, read a daily newspaper, enjoy more independence and gain self-confidence.

Prospective volunteers attend a volunteer orientation (2 hours) and successfully complete a tutor training (18 hours) in either basic literacy or ESOL prior to being certified and matched to work with a student. Volunteers then work one-to-one with a student for 2 hours per week for a minimum of 9 to 12 months at mutually convenient times and places in the community. Lessons are student-centered and individualized so that an adult is learning skills building on individual strengths in the context of what is relevant, interesting and important to the student. All tutoring services are free and confidential. After being matched, volunteers and students receive ongoing support from LVM's professional staff. Support includes newsletters, in-service trainings and other professional development opportunities, special recognition events, a reference and lending library, and regular personal assistance.

For more information contact: Kirstin Griffiths
KGriffiths@lvm.org or 617.367.1313
OR visit their website at: <http://www.lvm.org/>

FLS International

FLS International is an English as a Second Language school for international students (ages 16 and up) located in downtown Boston. FLS is committed to providing effective education and cultural training, assisting students during each phase of their educational experience, from their entry into the United States to their transfer to a college or university. We are trying to begin a program called "College Club," Thursdays (beginning 3/4/10) from 3:00pm-4:00pm. This is an opportunity for our students to participate in discussion about the American university student experience with a native English speaker. Most of our students are interested

in attending an American institution to further their education and have chosen to study English in Boston for this reason.

We are looking for any Northeastern students that would be interested in coming to FLS and leading a session about their studies and NU experience. College Club is an informal way for students to practice their English conversation skills and interact with American people apart from their teachers and staff. This would be a great chance for our students to learn more about Northeastern and for current NU students to learn more about students of other cultures around the world.

For more information contact: Angie Rankin

bostonstudentservices@fls.net or 617-695-3571

OR visit their website at: www.fls.net

ABCD, Inc. Elder Services GRANDS Program

The GRANDS Program works with grandparents who are raising their grandchildren. The GRANDS program aim is to promote the physical and emotional well being of grandparents raising grandchildren by providing financial workshops, respite services, peer support groups, education on parenting, and much more. We seek to address the unmet needs of grandparents raising grandchildren. Funded by the National Council on Aging, the uniqueness of our program is our Wisdom Works Team. The Wisdom Works Team (WWT) is a group of volunteers 50+ years of age who work with our grandparents who are raising their grandchildren. The WWT share their expertise and work with the GRANDS Program to create essential opportunities and programs to help our grandparents raising grandchildren. Our grandparents face a number of challenges as they raise their grandchildren. The GRANDS Program is determined to help our grandparents conquer these challenges by helping them identify helpful resources, helping them feel empowered, and increasing their overall knowledge and skills.

For more information contact: Paulette Branch

branch@bostonabcd.org or (617) 348-6225

OR visit their website at www.bostonabcd.org

Dr. Matthew S. Shwartz Hospice and Palliative Care (Chelsea, MA)

Hospice is a special concept of care designed to provide comfort and support to patients and their families when a terminal illness no longer responds to cure-oriented treatments. The goal of hospice is to improve the quality of a patient's last days by offering comfort and dignity and making their "journey" a little easier.

Our volunteers make weekly visits to patients at their place of residence, where they may read to them, sing to them, play cards or games with them, hold hands, walk with them, talk with them, pray with them, play music for them, assist with a meal or errand, and offer invaluable companionship and meaningful engagement. Compassionate individuals may apply to become

volunteers for Dr. Matthew S. Shwartz Hospice and Palliative Care in Chelsea, where they will provide companionship and support to patients, and respite for caregivers.

Training is provided. A routine CORI check and TB Test are required. You must also have access to a reliable vehicle for making visits. *Please be aware that we strongly discourage individuals from volunteering if they have lost a loved one within the past year.*

For more information contact: Brynley Lazar

blazar@shwartzhospice.org or 617-889-0779

OR visit their website at: <http://www.shwartzhospice.org/shwartz/index.html>

NuPath

NuPath's (formerly CMARC) mission is to support people with disabilities as they direct their own lives and destinies. Since 1968, we've helped more than 3000 people live more independent lives. The people we serve learn through "hands on" experiences in our training programs, at job sites in the community, and from our Vocational, Day Habilitation, and Residential programs. Our 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 our organization. Some examples of volunteer opportunities are spending one-on-one time with the individuals we serve, teaching a class to a group of people, and joining our 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

Global Vision International

GVI was formed in 1998 to provide support to international charities, non-profits and governmental agencies through volunteering opportunities, internship programs and direct funding. We work hand in hand with local communities, international and local charities and governmental organizations to ensure the long term sustainability of our 200+ programs. GVI operates in over 40 countries world-wide, ranging from mentoring children in orphanages to diving with sea turtles and acquiring the universally recognized PADI license. Travelers will all assist with the sustainable programs in the field, adding immeasurable value to internships, short-term trips or even year-long programs. Locations range from South Africa, Laos, Guatemala, Kenya, Peru, and Australia where over 2100 volunteers from 18 and above travel each year to work.

For more information contact: Stephanie Roberts

Stephanie.roberts@gviworld.com or 888-653-6028

OR visit their website at: www.gviusa.com

Jobs:

Best Buddies – Boston, MA

BBMA MS, HS, College Program Manager -

The Program Manager, Middle Schools, High Schools, and Colleges is a full time position that works with area middle schools, high schools, and colleges to maintain quality chapters of Best Buddies. This is accomplished through working with student leaders and faculty advisors and administrators on selected middle school, high school, and college campuses, as well as local agencies providing services to people with intellectual disabilities.

Job Requirements:

Bachelors Degree

Excellent Communication Skills

Ability to work with people

Automobile with applicable insurance (specific coverage limits required)

Experience managing volunteers

Job Duties include, but are not limited to:

Chapter Operations

Travels throughout the assigned region to recruit new middle school, high school, and college chapters and manage existing chapters by meeting with leadership and attending chapter activities.

Selects dedicated professionals to serve as faculty advisors, host site coordinators, and special education advisors.

Recruits, interviews, and selects committed students and professionals to volunteer to manage area chapters.

Selects students for the Chapter President positions for each chapter and attend the BBI Leadership Conference.

Provide training, feedback, support and motivation to student volunteers on an ongoing basis.

Oversee all day-to-day operations of chapters/matches in state/region.

Oversee student leaders (Chapter Presidents to ensure quality chapters as they manage recruitment, chapter meetings, group outings, chapter development and matching and evaluation process.

Compiles information from chapters to write mid and end year reports to be filed with Best Buddies International.

Maintain organized chapter paperwork files and submit all required paperwork to BBI.

When needed, evaluates and selects appropriate public/private schools pairings.

Chapter Communications

Acts as liaison between chapters, field/state office, and headquarters.

Arranges and attends meetings monthly with faculty advisors, chapter presidents, and special education advisors.

Maintain chapter communication log.

Provides on-going support for all volunteers.

Program Events

Plans and implements awareness campaign for Best Buddies Day and Month.

Raises funds and solicits donations as needed for Best Buddies Month and other regional events.

Develops and implements annual High School Training Day.

Assist in the development and implementation of annual International Leadership Conference, local volunteer training, and other program related events as assigned.

Miscellaneous

Work with supervisor to develop and review quarterly goals.

When appropriate, works with State Director on fundraising events as directed.

Work with State Director to secure funds and donations through grants and sponsors for local/state events and campaigns as assigned.

Work with State Director on public relations, program development, and coordinating awareness and relationships between Best Buddies Middle Schools, High Schools, colleges, and the community.

Seeks support from local chapters as needed for local/state events.

Increase awareness of Best Buddies through public speaking, marketing, and media initiatives.

Complete necessary paperwork in a timely and organized manner, including but not limited to midyear reports, end year reports, weekly reports, and quarterly goals.

Submit monthly report on each college chapter to Best Buddies International.

Participate in monthly programmatic calls with Program Leader and staff cohorts.

Travel as necessary to accomplish the above responsibilities.

Attend national annual program staff conference and annual Leadership Conference.

Handle special projects relating to the above responsibilities as assigned.

Works evenings and weekends as necessary to complete assignments.

Reports to: Program Supervisor

Salary: \$28,000 - \$30,000

Benefits include: group medical/dental insurance, paid vacation, holidays, personal & sick time, 401(k) retirement plan, short term disability, critical illness and life insurance. Commuter benefits are available. Business casual environment.

In order for candidates to be considered for this position we must receive a resume and a cover letter. Please paste your cover letter in the resume field. If interested, please email a resume and cover letter to KaliSmall@bestbuddies.org.

For more information contact: Kali Small

kalismall@bestbuddies.org

Hyde Square Task Force

The Hyde Square Task Force is hiring! Come join the movement to transform youth and transform our community! The **Hyde Square Task Force** is an award-winning youth development 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.

Assistant Bookkeeper

Since 2007, HSTF has more than doubled in staff size and budget and significantly increased its facility size and responsibilities. While a single staff person had once been able to fulfill all bookkeeping and office management duties, the department has grown considerably in size and complexity and requires additional staffing to complete day-to-day bookkeeping functions. The Assistant Bookkeeper will support the Finance Manager with tracking income and expenses, processing payroll, and preparing for our annual audit. This is a part-time position. To learn more, [click here](#).

Mentoring Specialist

The Mentoring Specialist (an Americorps position) will work closely with our Paths to College and Careers Coordinator and our Director of Lifelong Learning to support the operation of our mentoring program and create systems designed to increase our capacity to effectively serve young people in our community through one-on-one and group mentoring. Specific responsibilities include; general mentor recruitment, revising existing mentor training practices, curriculum development, creating a recruitment strategy incorporating new methods of mentor recruitment (i.e. social media and community outreach,) working with local universities to establish new partnerships, workshop and event planning, and assisting staff in the day to day operations of the mentoring program. This position will begin in August of 2010 and conclude in July of 2011. To learn more, [click here](#).

Donor Relations Coordinator

The Donor Relations Coordinator will assist with the organization's individual donor cultivation efforts and provide general support to the HSTF Development Department. The Donor Relations Coordinator will work with the Manager to launch a new effort to improve donor relations and cultivate major donors through the use various proven techniques. S/he will draft donor newsletters, appeals and other correspondence, carry out appeal and donor acquisition mailings, plan and staff cultivation events, and work with the Manager to support staff Directors and Board members in their stewardship of potential major donors. She/he will also be responsible for the donor database, including gift processing and acknowledgments, and will provide general support to other members of the Development Department, as needed. Occasional evening's required. To learn more, [click here](#).

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Questions about our programs? Contact the Center of Community Service
172 Curry Student Center
communityservice@neu.edu or 617-373-5809