



## STUDENT STAFF POSITION DESCRIPTIONS (UNDERGRADUATES)

Center for Community Service and Justice  
Loyola University Maryland  
(410) 617-2380 | [www.loyola.edu/ccsj](http://www.loyola.edu/ccsj)

[Service Coordinator](#)  
[Student Program Assistant](#)  
[Creative Assistant](#)  
[Student Assistant](#)  
[Work Study Service](#)

### **SERVICE COORDINATOR (SC) POSITION DESCRIPTION:**

#### **Scope of Position:**

All Service Coordinator positions are 15 hour-per-week, paid positions. By working as a team to provide a wide variety of well-planned service experiences, the student staff of the Center for Community Service and Justice strives to engage students in education through service for a just and equitable world. The primary role of the Service Coordinator is to act as a liaison between community agencies and Loyola University. Service Coordinators also provide the support necessary to volunteers to ensure that they have a meaningful learning experience. This includes communicating with the agency, facilitating the placement and transportation of volunteers, and helping volunteers to reflect on their experiences by thinking about the broader social justice issues inherent at their site.

#### **General Responsibilities:** (specific position descriptions follow):

- Serve as a liaison between Loyola University and specific agencies or programs in the Baltimore community.
- Recruit and involve students, faculty and staff in service with the Baltimore community.
- Work with community agencies to arrange orientation and training programs for volunteers prior to their service involvement.
- Work with Center for Community Service and Justice and community agency staff to coordinate ongoing opportunities for volunteers to ask questions and reflect on their service experiences.
- Help volunteers to articulate connections between service experiences and related social justice issues.
- Plan advocacy and educational events aimed at educating volunteers about social justice issues inherent at their site.
- Participate in direct, ongoing service with the Baltimore community (preferably in assigned agencies).

- Serve as an advocate for the agency by sharing newsletters, one-time event opportunities, and fundraisers with full-time staff members within CCSJ as well as the larger Loyola campus community (if relevant).
- Keep in regular contact with volunteers to answer questions, provide information, and ensure their experience is going well.
- Gather and report relevant statistics on each volunteer and program.
- Assist with the planning and implementing of Center for Community Service and Justice events including one-time events, Community Service Fairs, and Service Coordinator staff selection.
- Support campus and community sponsored programs, events and lectures that address issues related to social justice and community service.
- Work with faculty integrating community service into the curriculum as determined by the Center staff.
- Participate in weekly staff and supervision meetings and attend training sessions prior to and throughout the academic year (in-services).
- Keep a specified number of office hours to handle walk-in traffic, answer telephones, and assist with office projects.
- Serve as a link between the Center for Community Service and Justice and other campus organizations (Student Development, ALANA (African, Latino, Asian, Native American) Services, etc.).

## **Position Descriptions for Specific Programs:**

### **Adult Education/Women's Issues (Caroline Center, House of Ruth, Sarah's Hope, Sisters' Academy)**

This position coordinates volunteers for agencies that work with adults in Baltimore City, with a special focus on the unique needs of women. The Caroline Center offers GED classes and job training to women who are living in poverty, helping them to gain the tools, self-esteem and knowledge necessary to obtain employment. This SC position is responsible to recruit volunteers to tutor women in basic math and reading during morning GED classes. In addition to the Caroline Center, new agency partnerships for this position are currently under review; 1-2 new agencies that address the needs of women will be added by spring 2010.

### **Beans and Bread Center & Our Daily Bread**

This Service Coordinator position plays a central role in Loyola's longest running partnership with a community-based agency, the Beans & Bread Center. This position coordinates the operation of the Beans and Bread meal program on the last Sunday of each month and helps connect volunteers on selected Saturdays. This Service Coordinator helps to place students in the Beans and Bread front room on Wednesday afternoons to organize games such as playing Bingo, cards, etc. This Service Coordinator also serves as a contact for Our Daily Bread, the largest meal program in Baltimore, which is affiliated with Catholic Charities, coordinating the recruitment and placement of volunteers in the Our Daily Bread Meal Program and the Christopher Place Monthly Dinners. As part of a team, this Service Coordinator serves on the student committee which plans and carries out hunger and homelessness awareness activities throughout the year.

### **Choice College Night Program & St. Ignatius Loyola Academy**

This position coordinates opportunities for Loyola volunteers to serve as mentors in the Choice “College Night” program one night per week on the Loyola campus (typically Thursday evenings from 5-8pm). Faced with under-resourced schools, reduced access to health care and sub-standard housing, children who are economically poor in Baltimore are at greater risk of leaving school before they earn their high school diploma. The Choice program works with at-risk adolescents to help provide the support they need to pursue their education. St. Ignatius Academy is a unique middle school for boys from low-income families. The Service Coordinator recruits, places, and supports volunteers who are needed to assist with the Wednesday evening Homework Club at St. Ignatius (Wednesdays, 3:30-5pm). The Service Coordinator also serves as a volunteer resource and liaison in support of other after-school activities at the school.

### **Community Service Council (Two positions)**

The Community Service Council (CSC) creates opportunities for Loyola volunteers to take part in a series of one-time service events such as Blood Drives, the Good Stuff Campaign, Thanksgiving Food Drive, Halloween events, Special Olympics, and bingo nights at a local senior citizen center. The events are typically large in size and scope and require good communication and organizational skills. Because the events are on campus, they provide an easy opportunity – particularly for first-year students – to get involved in community service. Responsibilities for the various CSC events are divided as evenly as possible between the two Coordinators, and they work closely with the Service Coordinator for GEDCO programs, Student Program Assistant for the Thanksgiving Food Drive, the Best Buddies College Buddy Director, and Service Coordinators for most of CCSJ-affiliated youth programs.

### **Cristo Rey Jesuit High School**

Cristo Rey Jesuit High School provides students from low-income families with an affordable, college preparatory, high school education by enabling them to earn most of their tuition by working in a corporate office one day each week. Several students are placed at Loyola each year. Cristo Rey also relies on assistance from a number of community volunteers to help with all aspects of the school. The Service Coordinator recruits volunteers to tutor students in academic subjects as well as to prepare them for college entrance, and also coordinates occasional field trips to Loyola’s campus for enrichment opportunities.

### **Care-A-Van, Viva House, and Hunger & Homelessness Events**

This Service Coordinator works with Care-A-Van, a program where a small group of Loyola students go into the heart of Baltimore City on Monday and Wednesday nights to offer food, drinks, and conversation to women and men who are living on the streets. This Service Coordinator also recruits volunteers to make sandwiches on Monday and Wednesday afternoons. Additionally, this Service Coordinator recruits and places volunteers, and helps to coordinate an on-going food drive for Viva House, a Catholic Worker house of hospitality in West Baltimore. As part of a team, this Service Coordinator serves as co-chair for the student committee which plans and carries out hunger and homelessness awareness activities throughout the year.

### **Frederick Ozanam House, Don Miller House, and Hunger & Homelessness Events**

The Frederick Ozanam House (FOH), a program of the St. Vincent DePaul Society, provides transitional housing and outreach services to men who were formerly homeless. This Service Coordinator works with other Loyola students to provide social and educational opportunities to interact with FOH residents. This Service Coordinator also recruits volunteers for the Don Miller House, a residence a few blocks from Loyola's campus for men and women living with AIDS. As part of a team, this Service Coordinator serves as co-chair for the student committee which plans and carries out hunger and homelessness awareness activities throughout the year.

### **Govans Ecumenical Development Corporation (GEDCO)**

GEDCO is a partnership of faith communities whose mission is to provide affordable housing with supportive services and to meet emergency needs of community residents. The Govans community is Loyola's closest neighborhood, and this position coordinates service opportunities for Loyola volunteers to be good neighbors and help build nurturing communities. Opportunities include work with men who are formerly homeless living at Harford House, a supportive permanent housing facility, and food and emergency services through CARES Food Pantry. This position works closely with a Student Program Assistant in organizing Loyola's Thanksgiving Food Drive which supports 200 families.

### **Habitat for Humanity (Two positions)**

Located in West Baltimore, Sandtown Habitat for Humanity is one of more than 1200 affiliates of Habitat for Humanity International. Its purpose is to eliminate poverty housing from Sandtown, increase homeownership and improve the health of the community through housing rehabilitation, projects undertaken jointly by volunteers, and the families who will then assume ownership of the homes. The focus of the position is to organize, educate and facilitate volunteers each Saturday to complete the rehabilitation of a house Loyola sponsors and completes within the academic year. The two Service Coordinators for Habitat also work closely with a Student Program Assistant who focuses on fundraising for the program. All three students work together as a team to ensure the overall success of the program.

### **Hispanic Programs (CASA of Maryland, EBLO, Esperanza Center)**

The 1980's brought a large wave of Hispanic immigrants to Maryland increasing the Hispanic population by 93%. By 1995, the Hispanic population in Maryland was officially reported as 172,000 people, though the actual number is likely much higher. This position coordinates opportunities for Loyola volunteers to be a part of the work of a group of agencies dedicated to helping unleash the potential of Baltimore's Hispanic community through tutoring, job training and advocacy programs. Specifically, this Service Coordinator works with Education Based Latino Outreach (EBLO), Esperanza Center, and CASA of Maryland.

### **Mother Seton Academy**

Mother Seton Academy is an innovative, tuition-free, Catholic middle school for culturally diverse boys and girls who come from low-income homes. Extended day, small classes, personal attention, variety of teaching strategies, and field trips are the backbone of the curriculum. Class size is limited to 12 students per class with no more than 24 students in a grade. In partnership with a Student Program

Assistant (see SPA position descriptions), this position coordinates the involvement of Loyola volunteers with a tutoring and mentoring program as well as volunteer teaching assistants. The after-school tutoring program (called Homework Companions) operates Monday through Thursday, and the mentoring program operates for 6-7 Fridays throughout each semester, typically from 2:30-5:30pm. Working as a team, the MSA Student Program Assistant and Service Coordinator will ensure the overall success of the programs.

### **Mt. Washington Pediatric Hospital**

This position coordinates opportunities for Loyola volunteers to serve agencies and organizations committed to providing health care for people who are economically poor. This Service Coordinator recruits and places volunteers for Mt. Washington Pediatric Hospital, helps students connect with other area hospitals, and continues contact with Healthcare for the Homeless. Mt. Washington Pediatric Hospital provides inpatient and outpatient services for children with chronic diseases, physical disabilities, birth defects, and chronic neurological disorders. This position also works closely with a Student Program Assistant and the Pre-Health Society.

### **Refugee Youth Project (Two positions)**

Every year, approximately 400-500 refugees are resettled in Baltimore. The Refugee Youth Project is an after-school and summer program that serves some of those refugees between the ages of 4 and 21. For two hours a day, four days a week, refugees receive academic tutoring and acculturation support from trained volunteer tutors. The Refugee Youth Project not only meets after school, but it also seeks to further enrich the lives of Baltimore's refugees by providing extra-curricular weekend activities and service-learning opportunities. Weekend activities include soccer tournaments, trips to local cultural institutions and historical places of interest. The Service Coordinator recruits tutors and work-study students and organizes motor pool for Loyola students who volunteer at three different RYP after-school programs around Baltimore which are typically scheduled from 3:30-5:30 pm, Monday through Thursday.

### **St. Ambrose Center**

This position coordinates the involvement of Loyola volunteers with the youth and adult education programs of the St. Ambrose Center in the Park Heights neighborhood of Baltimore City. A comprehensive family outreach center and program of the St. Vincent DePaul Society, St. Ambrose has been on the forefront of community development efforts in Northwest Baltimore for over 25 years. This position is responsible for recruiting, placing, and supporting after-school tutoring and teen program volunteers, work study students, GED tutors, and coordinating a swim program that brings children from St. Ambrose to campus twice per week for swimming, dinner and socializing (Tuesday and Thursday, 6-8pm). This Service Coordinator also works closely with the Student Program Assistant for St. Ambrose.

### **UNITE, SOS & Meet and Eat (Immersion Programs)**

This position coordinates all aspects of the UNITE (Urban Needs Introduced Through Experience) weekends (one or two per semester) including recruiting, pre and post meetings, and logistics. One of these UNITE weekends will be called Retreat to the Streets, and will explore the connections between

spirituality and service. Additionally, this Service Coordinator helps to organize and publicize one Meet and Eat dinner per semester, and to coordinate post SOS (Student Orientation to Service) meetings throughout the year. As part of a team, this Service Coordinator serves on the student committee which plans and carries out hunger and homelessness awareness activities throughout the year. Prior participation in a SOS or UNITE program is required to apply for this position.

## **STUDENT PROGRAM ASSISTANT (SPA) POSITION DESCRIPTION:**

### **Scope of Position:**

All Student Program Assistant positions are 7-15 hour per week paid positions. These students serve in a leadership role within a specific CCSJ-affiliated service program and/or have some specific programmatic responsibilities. Student Program Assistants also provide the necessary support to volunteers to ensure that they have a meaningful learning experience. This includes communicating with the agency, facilitating the placement and transportation of volunteers, and helping volunteers to reflect on their experiences by thinking about the broader social justice issues inherent at their site (when applicable). Student Program Assistants are also expected to participate in full staff and supervisory meetings when appropriate throughout the academic year. Many Student Program Assistants positions work closely with Service Coordinators to ensure the overall success of specific CCSJ programs.

### **Position Descriptions for Specific Programs:**

#### **Best Buddies College Buddy Director (CBD)**

Best Buddies International is a program designed to promote friendships between college students and persons with intellectual disabilities. Through frequent one-to-one activities and occasional group events, Best Buddies enhances the social and recreational lives of all people involved. The College Buddy Director serves as the student leader for Loyola's Best Buddies campus chapter. The CBD's responsibilities include recruiting and supporting a leadership team and all student members, planning monthly events both on campus and around the city, maintaining regular contact with Best Buddies and the faculty advisor, and ensuring that all members have a positive and enriching learning experience. Preference is given to current or former Best Buddies members.

#### **CARES Thanksgiving Food Drive Assistant (Fall Only)**

This Student Program Assistant will work in collaboration with the GEDCO Service Coordinator as well as the CSC Service Coordinators to help CARES Pantry be able to offer about 200 families and individuals or couples to have a Thanksgiving bag of groceries. This is a very intense project and this position can greatly support the other Service Coordinators who are coordinating many other projects at the same time. This position requires good organizational, collaboration, and communication skills; also works closely with Sodexo food service to help solicit campus donations.

### **Habitat for Humanity Fundraising Assistant**

This Student Program Assistant helps coordinate CCSJ's efforts to fund the construction of a Habitat for Humanity house in West Baltimore. Working closely with the Service Coordinators for Habitat, the SPA plans campus fundraisers and works with other student leaders on campus to solicit donations to meet annual fundraising goals. The SPA and two Service Coordinators work as a team to ensure the overall success of the program.

### **Health Care Student Program Assistant (Fall only; may consider full-year)**

This position helps coordinate opportunities for Loyola volunteers to serve agencies and organizations committed to providing health care for people who are economically poor. Working closely with the Mt. Washington Hospital (MWPH) Service Coordinator, this SPA recruits and places volunteers for Mt. Washington Pediatric Hospital and helps students connect with other area hospitals. Mt. Washington Pediatric Hospital provides inpatient and outpatient services for children with chronic diseases, physical disabilities, birth defects, and chronic neurological disorders.

### **Ignatian Solidarity Network Student Program Assistant (Available for one semester or the entire year)**

This Student Program Assistant provides organizational, administrative and educational support in planning and implementing the weekend trip(s) for the Ignatian Family Teach-In(s). This Student Program Assistant recruits, prepares and provides follow-up for participants, organizes fund-raisers to offset the costs of the trip, keeps informed about current issues related to the theme of the Teach-In(s), and helps increase awareness of such issues in the broader Loyola community. Prior participation in an Ignatian Family Teach-In preferred. During the beginning of the fall semester, this Student Program Assistant also helps with various CCSJ orientations for other groups on campus.

### **Mother Seton Academy Student Program Assistant**

Mother Seton Academy is an innovative, tuition-free, Catholic middle school for culturally diverse boys and girls who come from low-income homes. Extended day, small classes, personal attention, variety of teaching strategies, and field trips are the backbone of the curriculum. Class size is limited to 12 students per class with no more than 24 students in a grade. This Student Program Assistant will coordinate all aspects of the Mother Seton Academy Fitness Club which takes place on Loyola's campus each Friday from 3-5pm. The SPA will recruit fitness mentors, plan weekly activities, and work closely with staff members from Recreational Sports. Working as a team, the MSA Student Program Assistant and Service Coordinator will ensure the overall success of the programs.

### **Outreach Student Program Assistant**

The Outreach SPA works on a variety of projects that educate the campus community about opportunities for involvement in service and justice work, including the fall and winter Community Service Fairs, coordination of the FE 100 class service opportunities, publicity of the One-Time Service Packet and volunteer recruitment in the residence halls. The position will involve organizing, communication with a variety of groups, and coordinating, as well as public speaking and conducting orientation and reflection sessions for groups scheduled for service experiences. The Outreach SPA will be, in many settings, the "face" of CCSJ on campus.

### **Project Health Campus Coordinator**

This position serves as the Loyola campus leader of Project Health (PH), as well as the PH liaison to CCSJ. The Campus Coordinator (CC) ensures the quality of the PH model in programs by providing support for the PH Loyola Program Coordinators and student volunteers. The Campus Coordinator (1) sets the vision for the campus, (2) collaborates with CCs on other campuses in Baltimore and across the 10 campuses nationally to share best practices and support each other in the role, (3) develops new volunteer leadership, (3) builds relationships and develops community partnerships, (4) communicates with volunteers, program coordinators, CCSJ, and PH staff, (5) leads recruitment efforts on campus, and (6) serves as a warehouse of information to push PH programs to make a greater impact. Prior Project Health experience is required to apply for this position.

### **Service & Spirituality Student Program Assistant**

This Student Program Assistant helps the Assistant Director of Poverty Concerns and Faith Connections to run CCSJ programs that connect service and spirituality. This Student Program Assistant will prepare resources for use by the Service Coordinators and other Student Program Assistants on the connection between service and spirituality. Additionally, this Student Program Assistant serves as a student representative on the Service & Spirituality Committee. As part of the duties of this committee, this Student Program Assistant will be responsible to organize and help implement various service and spirituality events sponsored by CCSJ throughout the year (i.e., Commemoration of the Salvadoran Martyrs and Social Justice Stations of the Cross).

### **Service-Learning Student Program Assistant**

This Student Program Assistant will assist the Office of Service-Learning in CCSJ to maintain and develop partnerships for service-learning courses. Working closely with the Assistant Director of Service-Learning, the SPA will be responsible for serving as a liaison with selected service-learning partners each semester (possible partners may include HeadStart SouthEast, Govans Elementary and Episcopal Community Services of Maryland). The SPA will assist faculty members by coordinating service placement, preparation, and transportation for students serving at specific service-learning sites. The SPA will also assist the Office of Service-Learning with record-keeping, presentations, partner assessments and assorted tasks associated with service-learning courses.

### **St. Ambrose Center Student Program Assistant**

This Student Program Assistant assists with all aspects of the St. Ambrose Center / Loyola University partnership and works closely with the Service Coordinator for St. Ambrose. Depending on schedule and availability, this student will serve as the student leader for one evening of the Swim Program (either Tuesday or Thursday evening from 6-8pm), organizing the volunteers and youth and ensuring that the program runs smoothly and safely. This student may also serve as the leader of the Loyola volunteers for the after-school tutoring or the teen program at St. Ambrose for one or two days per week, depending on availability. Working as a team, the St. Ambrose Student Program Assistant and Service Coordinator will ensure the overall success of the programs.

## **CREATIVE ASSISTANT (CA) JOB DESCRIPTION:**

### **Position Scope:**

The position requires a time commitment of approximately 8-15 hours per week, usually between the hours of 9am and 5pm, Monday through Friday. Both work-study and non-work study applicants will be considered.

Primary roles of the Creative Assistant are generating, revising and further enhancing publicity materials as necessary. This includes maintaining an adequate stock of publicity materials, and being assigned to specific project tasks by CCSJ professional staff, service coordinators, and student program assistants. Our CA's main goal is to support CCSJ in striving to establish an identity of commitment to service in the Loyola community as well as foster a safe environment where people can reflect on justice concerns. While specialization opportunities exist for Print, Mixed Media and Web creative assistants, applicants should understand that they may be asked to perform tasks outside their concentration as needed.

Applicants should expect to apply their talents to the following areas: graphic design, page layouts, branding, 2D print media, advertisements or publication design, copy editing, writing and creative marketing solutions. Experience in community service and interest in social justice issues is highly preferred, but not required.

### **Desired Background:**

The ideal candidate is the one with a background in one or more of the following subjects: Advertising, Public Relations, Communications, Journalism, Digital Media, Political Science, Business or Marketing. However, applicants from all majors and minors are strongly encouraged to apply. All applicants should have working command of Adobe Photoshop and while experience with Adobe Illustrator, Bridge or InDesign is preferred, it is not required.

### **Creative Assistant Specialization Opportunities and Responsibilities:**

#### **Print Specialist**

- Design and print flyers, posters, postcards and Greyhound Newspaper advertisements for fulltime staff and student employees' respective events as requested.
- Working with fulltime staff to update and optimize official printed materials such as handbooks, brochures and binder covers.
- Oversee proper distribution of all printed materials from start to finish.

#### **Mixed Media Specialist**

- Take photos, process and maintain publicity photography database for CCSJ events.
- Bi-monthly maintenance of CCSJ bulletin board outside Cohn Hall.

- Serve as RA/Student Life liaison and create bulletin board spreads for RA's floors as needed.

### **Web Specialist**

- Design, upload and maintain web banners and box advertisements for events on CCSJ's website.
- Maintain and update online presence through CCSJ's website, online communities and Loyola's Newshound updates, Facebook and Twitter.

### **General Responsibilities:**

- Maintaining professional correspondence and status updates with CCSJ staff and student employees.
- Consult and advise with the office in marketing, publication design and publicity methods.
- Participate in weekly meetings with supervisor and other creative assistants.
- Requesting materials to be purchased such as adhesives, CDRs, paper, paints etc. for official office use.
- Research marketing methods to optimize target market outreach.
- Work with other creative assistants to maintain and balance projects under a budget for the year.

## **STUDENT ASSISTANT JOB DESCRIPTION:**

### **Scope of Position:**

All student assistant (SA) positions are 7-15 hours per week, paid positions. Primary roles of the SA are (1) to staff the shared front desk of CCSJ and Campus Ministry and (2) to work as a team with other SAs to provide clerical and administrative support to CCSJ professional staff and service coordinators. Additionally, each student assistant may be assigned specific project tasks which pertain to the steady operation of the Center. SAs support CCSJ in striving to establish a welcoming and safe environment which fosters education through service.

### **Desk Assistant Responsibilities:**

- Gain a full knowledge of CCSJ and CM staff and programs
- Greet visitors with hospitality (answer questions, take messages, refer to staff members)
- Keep the office lobby clean and organized
- Check [ccsjsa@loyola.edu](mailto:ccsjsa@loyola.edu) email daily and respond or refer questions accordingly

### **Administrative Assistant Responsibilities:**

- Office support: post flyers, run errands, bulk mailings, make copies, mail bag, clothes bin
- Office maintenance: stock paper in copiers and faxes, check and stock office supplies, help to keep office clean and organized (including kitchen area), water plants, refill fountain

- Check in with and assist Center staff with projects and tasks
- Check [ccsj@loyola.edu](mailto:ccsj@loyola.edu) email daily and respond or refer questions accordingly

## **POSITION DESCRIPTIONS FOR SPECIFIC TASKS**

### **(1) Motor Pool**

- Submit "Motor Pool Request" for volunteers on Parking and Transportation website
- Forward "Motor Pool Approval" to the volunteers when it has been approved by Parking and Transportation Department
- Cancel "Motor Pool Request" in the Parking and Transportation website as required
- Respond respectfully to any requests with less than 7 days advance notice

### **(2) Bridge Project**

- Reply to the in-coming letters from inmates who request information booklets for the meditation in Prison. This booklet is produced and provided by Dr. Drew Leder, a Professor in Philosophy Department
- Once letters have been replied to, send original copies to Dr. Leder via campus mail

### **(3) Website Maintenance**

- Attend training of new website maintenance software as required
- Update CCSJ website as required

### **(4) Office Supply Maintenance**

- Re-stock paper supply in the cabinet and re-fill paper in printers and copy machine.
- Maintain CCSJ storage closets and keep track the inventory list
- Re-fill forms and booklets displayed at the front desk or in trays

### **(5) Office Cleanliness and Organization**

- Coordinate the schedule for cleaning the kitchen and refrigerator area
- Water the plants and re-fill water fountain
- Organize in-coming faxes, mails, newspapers, and magazines

### **(6) Student Staff Relations**

- Coordinate birthday card circulation for all student staff
- Coordinate the schedule for SA's one-on-one meeting with supervisor as required
- Check the project/flyers log and clean the out-dated [ccsj@loyola.edu](mailto:ccsj@loyola.edu) email/projects
- Organize CCSJSA-task H drive folder

### **(7) Library**

- Organize and promote CCSJ library
- Update the catalog online

## **WORK STUDY SERVICE POSITION DESCRIPTION:**

### **Scope of Position:**

A program offered through Federal Work Study allows students to get paid while performing community service work. Three opportunities exist at Loyola: St. Ambrose Center, Caroline Center, and Refugee Youth Project. These are fun and challenging positions that help students gain valuable work skills while earning a work-study award. Students who work in either program have access to vehicles from Loyola's Motor Pool. Work-study students will be paid for training hours and transportation time, as well as actual service hours. All applicants will be interviewed by either CCSJ professional or student staff members.

### **Position Descriptions for Specific Programs:**

#### **St. Ambrose Center**

Located in West Baltimore's Park Heights neighborhood, St. Ambrose Center is a community outreach center which offers an extensive variety of comprehensive, community-based day and evening programs and services for children and families. While helping to meet basic human needs is a vital part of the St. Ambrose mission, its principal focus is to provide resources to help individuals become self-sufficient, realize their potential, and achieve their life goals. As CCSJ Work Study students, you will be involved with the afterschool program for children who attend local Baltimore schools.

#### **Days & Times:**

Work study students serve as tutors in the afterschool program and assist with the daily tasks of the food pantry. The afterschool program runs from 3:30-6:00 PM, Monday through Thursday.

#### **Guidelines:**

Tutors will meet at the front desk of CCSJ at 3:00 PM and arrive at St. Ambrose by 3:30 PM. Once at St. Ambrose, tutors will work alongside a designated teacher and provide encouragement, feedback, and assistance to the children, in addition to helping teachers with other daily tasks. St. Ambrose teachers will always be present in each afterschool classroom.

#### **Attendance:**

Regular attendance by tutors is vital to the program's success. Because the students will come to rely on tutors (both for assistance on homework and as a friend/mentor), it is imperative that tutors attend every session. While emergencies arise from time to time, please value your commitment to the program and plan working hours, studying for exams, etc., accordingly. In the rare event of an emergency that will cause you to be late or unable to attend, please contact Mike Conti or Rachel Duden.

### Necessary Attributes for Work Study Students:

- Enthusiasm for working with kids of all age groups and interest in developing positive, influential relationships
- Excitement and willingness for continually improving the program through active contribution and execution of new ideas
- Demonstrated ability for dependability and adherence to responsibility
- Prior tutoring or experience working with children is a plus but not required

### Vehicles:

All work study students are expected to be authorized drivers for Loyola vehicles. Visit the CCSJ website to complete an "authorized driver form" if you are not yet authorized. Work study students will be expected to serve as regular drivers for the program.

### Training, Orientation & Reflection:

There will be a mandatory orientation and volunteer training session for all volunteers and work study students in mid-September. An end-of-semester reflection for all volunteers will be held toward the end of the semester; all work study students are expected to attend. Contact the program coordinators for specific dates.

### **Caroline Center**

Sponsored by the School Sisters of Notre Dame, Caroline Center works to enable unemployed and underemployed women in East Baltimore to find employment in a career with potential for advancement. The Caroline Center provides a variety of programs for the women – from upholstery to counseling, culinary classes and advice on finances and health care.

### Days & Times:

Work study students serve as tutors for the GED program on Monday, Wednesday, and Thursdays from 9 – 12. Additionally, work study students can serve as computer lab assistants to help the women learn how to use email and the internet for job searching. Computer lab assistants are needed Tuesdays between 9 and 2:30 (you can choose any block of time) and Friday mornings from 9 to noon. Work study students can also work as clerical assistants and assist with data entry on Tuesdays from 12:30-2:30, or Thursdays for any block of time between 9 and 2:30. This is a great way to see what happens 'behind the scenes' in a non-profit organization and would be great help to the center. [Because there is only one computer available, the center can only accommodate one clerical assistant at a time].

### Attendance:

Regular attendance by tutors is vital to the program's success. Because the students will come to rely on tutors (both for assistance on homework and as a friend/mentor), it is very important that tutors attend every scheduled session. While emergencies arise from time to time, please value your

commitment to the program and plan working hours, studying for exams, etc., accordingly. In the rare event of an emergency that will cause you to be late or unable to attend, please contact Sr. Marta Adams, and Colleen Quigley, CCSJ Service Coordinator.

#### Vehicles:

All work study students are expected to be authorized drivers for Loyola vehicles. Visit the CCSJ website to complete an "authorized driver form" if you are not yet authorized. Work study students will be expected to serve as regular drivers for the program.

#### Training, Orientation & Reflection:

There will be a mandatory orientation and volunteer training session for all volunteers and work study students in mid-September. An end-of-semester reflection for all volunteers will be held toward the end of the semester; all work study students are expected to attend.

### **Refugee Youth Project**

The Refugee Youth Project seeks to improve the lives of Baltimore's youngest refugees by supporting their academic needs, and making their acculturation simple and meaningful.

The Refugee Youth Project is an after-school program run by Baltimore City Community College in conjunction with local refugee resettlement agencies, mainly the International Rescue Committee. The Refugee Youth Project is funded by the Maryland Office of New Americans. RYP serves over 50 refugees between the ages of 6 and 21. Two hours a day, four days a week, refugees receive academic tutoring and acculturation support from trained volunteer tutors. Volunteers are recruited from many walks of life, but mainly include undergraduate and graduate students studying at local colleges and universities.

#### Days & Times:

Work study students serve as tutors in the after-school program. There are three RYP tutoring sites: Milbrook Elementary (Tuesdays and Thursdays from 3:30-5:30pm; elementary and middle school students), Furman Templeton Elementary (Mondays through Thursdays from 3:30-5:30pm; elementary and middle school students), and Refugee Adolescent Mentoring Project at Patterson High School (Thursdays from 3:30-5:30pm; high school students). Service-learning students are given first choice for the Furman Templeton option.

#### Attendance:

Regular attendance by tutors is vital to the program's success. Because the students will come to rely on tutors (both for assistance on homework and as a friend/mentor), it is very important that tutors attend every session. While emergencies arise from time to time, please value your commitment to the program and plan working hours, studying for exams, etc., accordingly.

#### Vehicles:

All work study students are expected to be authorized drivers for Loyola vehicles. Visit the CCSJ

website to complete an “authorized driver form” if you are not yet authorized. Work study students will be expected to serve as regular drivers for the program.

**Training, Orientation & Reflection:**

There will be a mandatory orientation and volunteer training session for all volunteers and work study students; usually, two dates are offered. An end-of-semester reflection for all volunteers will be held toward the end of the semester; all work study students are expected to attend. All RYP and RAMP volunteers are required to obtain criminal background checks before they can begin their service.