

Ignatian Volunteer Corps Baltimore

Placement Descriptions

Placements are grouped as closely as possible by ministry, but many jobs fit into more than one category, therefore, it is important to read carefully through the entire list.

CHILDREN'S SERVICES

Loyola Early Learning Center: 801 St. Paul St., Baltimore MD. TEACHING AND CLASSROOM ASSISTANT. Loyola Early Learning Center, opening September 2017, is a child-centered, developmentally appropriate program for children ages 2-5 located in Mount Vernon, the center of Baltimore's cultural institutions. The Teaching and Classroom Assistants will work with teachers and program director to implement a program that engages students and parents intellectually, artistically, emotionally, and spiritually.

EDUCATION: Tutoring and Support Services

Institute of Notre Dame, 901 Aisquith St., Baltimore MD. SERVICE/INTERNSHIP COORDINATOR. The Institute of Notre Dame, rooted in the values of the Catholic faith and the educational vision of the School Sisters of Note Dame, is a college preparatory school for young women. Located in the City of Baltimore, IND is a culturally diverse community which educates its students to become women of discernment, active leaders, lifelong learners, and responsible citizens of the world. The Service/Internship Coordinator will work with the Dean of Students, Director of Service Ministries, and the Office assistant to coordinate service and reflection. Service/Internship Coordinator will research and advertise service/internship opportunities for students, record and maintain records of student service, and help students review reflection papers about service projects. Other office duties such as answering phones may be required. www.indofmd.org

FOOD AND HUNGER

Project PLASE: 1814 Maryland Ave., Baltimore MD. DONATION TRANSPORTER. Project PLASE serves approximately 450 individuals in Traditional and Permanent Housing programs each year and thousands over the past 36 years. Project PLASE brings hope, restores dignity, and ends the cycle of homelessness for clients and their families. The Donation Transporter will drive an 18-foot long U-Haul truck to grocery stores to pick up donations. Donation Transporter will have help from other volunteers in loading and unloading donations. www.projectplase.org/

HOUSING DEVELOPMENT AND ADVOCACY

Bridges to Housing Stability, 9520 Berger Rd., #311, Columbia MD. BRIDGES ALLICANCE VOLUNTEER COORDINATOR, MODERATE-INCOME HOUSING UNIT PROGRAM ADMINISTRATOR, EVENTS AND FUNDRAISING ASSISTANT, and FINANCE ASSISTANT. Bridges to Housing Stability prevents homelessness by providing effective services and compelling advocacy that result in housing stability for Howard County households. The Volunteer Coordinator will engage volunteers in Bridges programs to ensure sustainability. The Moderate-Income Housing Unit Program Administrator will keep Bridges to Housing Stability's webpage and database up to date with new listings on Howard County's Moderate Income Housing Unit Program and communicate new openings with case managers. The Events and Fundraising Assistant will work with fundraising staff on two major Bridges events. And the Finance Assistant will serve as a clerk for Accounts Payable/Accounts Receivable. Knowledge of QuickBooks preferred. www.bridges2hs.org/

PASTORAL MINISTRY

Stella Marris Apostleship of the Sea. 79 Shipping Pl, Dundalk MD. SEAFARER ASSISTANT. The mission of the Apostleship of the Sea (AOS) remains as clear as a sailing ship's mast silhouetted against the rising sun: to reach out to seafarers, fishers, their families, and all who work or travel on the high seas. Seafarers are often away from their home parishes, and some seafarers have no parish setting to help them maintain lasting ties with their faith and families. A network of AOS port offices and Catholic chaplains establishes a parish that accommodates a seafarer's unique lifestyle and needs. The Seafarer Assistant will provide welcome and hospitality to crews aboard ships docked in the Port of Baltimore. The assistant will bring supplies such as books, over-the-counter medicine, coffee, and magazines to sailors as well as religious tokens such as prayer books and rosaries. <http://apostleshipofthesea.com/>

SERVICES FOR PEOPLE WITH PHYSICAL/DEVELOPMENTAL DISABILITIES

Arc of Baltimore, 1918 Joan Ave., Baltimore MD 21234. DEVELOPMENTAL DISABILITIES ASSISTANT. Dedicated to providing advocacy and high quality, life-changing supports since 1949 in Baltimore City and Baltimore County, The Arc of Baltimore supports more than 6,000 adults and children with intellectual and developmental disabilities and their families. The Developmental Disabilities Assistant will assist with a variety of activities for people with significant developmental disabilities. Activities could include reading to client and having one-on-one interactions on various life enrichment activities such as arts & crafts, computers, and other activities that the volunteer may enjoy. Developmental Disabilities Assistant may accompany clients on outings. www.thearcbaltimore.org/

St. Elizabeth School, 801 Argone Drive, Baltimore MD. HORTICULTURE TEACHING ASSISTANT. St. Elizabeth School is a nonpublic, special education school located in Baltimore City. St. Elizabeth works with students from all of Central Maryland, ages 6-21, in grades 1-12 in Elementary, Middle, and High School programs. The Horticulture Teaching Assistant will assist in teaching students about horticulture and nature through classes and activities conducted both in the classroom and in St. Elizabeth School's on-campus greenhouse. www.stelizabeth-school.org/

SHELTERS AND TRANSITIONAL HOUSING

Project PLASE, 3549 Old Frederick Rd., Baltimore MD. CENTRAL INTAKE WORKER, MEDICAL MONITOR, and VETERAN REPRESENTATIVE. Project PLASE addresses homelessness in Baltimore by providing transitional housing, permanent housing, and supportive services to homeless adults. Project PLASE serves the most vulnerable and underserved, including persons with mental illness, HIV/AIDS, addiction, developmental disabilities, and ex-offenders. Project PLASE treats, restores, and rehabilitates the whole person and empowers each individual to function at the highest level possible. The Central Intake Worker will interview prospective clients and process them for intake into the appropriate program. The Medical Monitor will track residents' medicines and medical needs. The Veteran Representative will work with veterans on employment development including job searches, resume writing, and skill development. www.projectplase.org/

SOCIAL SERVICES AND COMMUNITY CENTERS

Clay Pots... A Place to Grow, 1635 W. Pratt Street. RECEPTIONIST AND/OR FUNDRAISING ASSISTANT. Clay Pots is located in Southwest Baltimore and provides a safe space that fosters spiritual and personal growth for members of the community. Clay Pots hosts a community coffeehouse, GED classes, computer classes, and a number of other personal enrichment programs for the neighborhood. The Receptionist would welcome community members to Clay Pots and help them find the right program. The fundraising assistant would work with the executive director on events and occasional grants. These positions could be separate or combined, depending on the volunteer's interests. <http://www.claypotsbaltimore.com/>

WOMEN'S PROGRAMS AND DOMESTIC ABUSE

The Samaritan Women, 602 S. Chapel Gate Ln, Baltimore MD. The Samaritan Women is a national Christian organization providing restorative care to survivors, and bringing an end to domestic human trafficking through awareness, prevention, and advocacy. The Samaritan Women seeks help in the following areas: FINANCE/FINANCIAL SYSTEMS MANAGEMENT, DEVELOPMENT/DONOR RESEARCH, HR DIRECTOR/HR COMPLIANCE SPECIALIST, TEACHERS. <http://thesamaritanwomen.org/>