

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 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.

<http://www.loyolaearly.org/>

COMMUNITY ORGANIZING AND DEVELOPMENT

Catholic Relief Services: 228 West Lexington St., Baltimore MD. CRS PARISH AMBASSADOR. CRS Parish Ambassadors are active parishioners with a passion for global solidarity. They encourage parishes to respond to Catholic Social Teaching by engaging parishioners to engage in CRS initiatives. The CRS Parish Ambassador provide programmatic support to Single Parish Model small group facilitators, Assist in the publication of the Parish Ambassador Corps newsletter, and assist in the planning and execution of quarterly webinars on CRS' work around the world and programs for US engagement. www.crs.org

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/

NONPROFIT CAPACITY BUILDING

Jesuit Volunteer Corps: 801 St. Paul St., Baltimore MD. HUMAN RESOURCES SPECIALIST. Aspiring to create a more just and hopeful world, the Jesuit Volunteer Corps engages passionate young people in vital service within poor communities, fostering the growth of leaders committed to faith in action. The Human Resources Specialist will work with the JVC leadership team to explore revisions of the organization's compensation policy and performance evaluations. JVC is seeking to revise some of its HR policies and to design an individual performance evaluation plan. To do this, JVC seeks an experienced person to work with leadership to achieve the desired outcome. In order to get to the desired outcomes it is important to have an informed discussion regarding compensation, the value of salary increases vs bonuses or any other form of compensation, the behaviors that JVC wants to encourage and the realistic financial possibilities (that should be considered on an annual basis).

www.jesuitvolunteers.org/

IMMIGRATION AND REFUGEE SERVICES

Immigration Outreach and Service Center., 5401 Loch Raven Blvd., Baltimore MD. EDUCATION ASSISTANT. The Immigration Outreach Service Center at St. Matthew Catholic Church is for immigrants, refugees and asylum seekers, regardless of status or ethnicity. The Center was established in response to the immigration needs of many of its parishioners. Traditionally, the Catholic Church has been a Church of immigrants. At St. Mathew Church, immigrants from over 30 countries are represented. Today, the center is an independent non-profit organization that has served over 4000 people. The Education Assistant will work with the IOSC team to tutor and support children and their families enrolled in programs with IOSC. www.ioscbalt.org

PASTORAL MINISTRY

Stella Marris Apostleship of the Sea. 79 Shipping PI, 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/

St. Peter's Adult Learning Center. 13 S. Poppleton St., Baltimore MD. PROGRAM ASSISTANT. St. Peter's Adult Learning Center strives to empower adults with developmental disabilities to be contributing members of society. They reverence the uniqueness of each individual and promote self-sufficiency, community integration, and quality of life through vocational and recreational programs and services. The Program Assistant has the ability to work with the individuals at St. Peter's in a variety of ways such as providing one-to-one support, teaching life-skills, training on keys to success in the workplace, and recreational activities. www.stpetersalc.org

SHELTERS AND TRANSITIONAL HOUSING

Hosanna House (Catholic Charities). 2829 Lodge Farm Rd., Sparrows Point, MD. VOLUNTEER RESIDENT ADVOCATE. Hosanna House is a permanent housing facility that serves 15 women over the age of fifty who have been chronically homeless and have medical and/or mental health diagnoses. In addition to permanent housing, we provide weekly case management meetings with each client, life and social skills training, and fiscal management. The Volunteer Resident Advocate will have the ability to interact with clients, regardless of mental health, substance abuse history, and sexual orientation. The Resident Advocate will have the skills needed to deescalate client conflict, assist in problem solving, creating linkages to resources and services, and offering direct service if applicable. www.catholiccharities-md.org/services/hosanna-house.html

Catholic Charities Housing and Shelter Services. 228 West Lexington St., Baltimore MD. DONATION COORDINATOR. Catholic Charities offers a wide range of assistance for people who need shelter and housing, both permanent and transitional, and to low-income older adults who need an affordable place to live. Many people transitioning out of homelessness require material goods such as baby supplies, toys, cribs, and furniture. The Donations Coordinator will work with residents and their case managers to determine needs and solicit donations from networks in and around Catholic Charities to acquire and deliver donations. <https://www.catholiccharities-md.org/services/housing-shelter/>

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/

SENIOR SERVICES

St. Elizabeth Nursing Center. 3308 Benson Ave., Baltimore MD. PASTORAL ASSISTANT. The Neighborhoods at St. Elizabeth Rehabilitation and Nursing Center (Catholic Charities) provides a comprehensive array of individualized rehabilitation and nursing services, including short term rehabilitation, skilled nursing care, memory care, and inpatient hospice care. There are a variety of opportunities available. Eucharistic Ministers assist with Holy Communion distribution at Mass and make Communion rounds during the week to Elders unable to attend Mass. Cantor, Lectors and Keyboardists are needed for Sunday Mass at 1:30 PM. Keyboardists are also needed for Memorial Services. Pastoral Assistants make visits to elders at The Neighborhoods at St. Elizabeth Nursing and Rehab Center, Caritas House Assisted Living and in the Senior Apartments at St. Joachim House and DePaul House. Volunteers help decorate for major Holy Days, prepare Mass bulletins, help maintain sacred altar linens, altar clothes and vestments, and help bring elders for Mass. www.catholiccharities-md.org/jenkins-senior-community/st-elizabeth-rehabilitation/

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/>