

# 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 complete list.*

### CHILDREN'S SERVICES

**The Esperanza Center: 430 S. Broadway, Baltimore MD.** EDUCATIONAL SERVICES YOUTH ESOL PROGRAM ASSISTANT. The Esperanza Center is a comprehensive immigrant resource center that offers hope and essential services to people who are new to the United States. Immigrants from all over the world have received important resources and compassionate guidance at the Esperanza Center since 1963. Their dedicated staff and volunteers provide services and referrals, ESL education, healthcare, and low-cost immigration legal services to thousands of immigrants each year. The Educational Services Youth ESOL Program Assistant will help with program administration at our offsite Youth after-school ESOL program, located in the Enoch Pratt Library. The program administration assistant will help with student registration and assessment, assist the teacher in the classroom, and help with reporting intake, assessment, and attendance data for the students.

The Youth ESOL program serves middle-to-high school youth. The library program is one or two classes per week, from approximately 4-6pm. The classes are no more than 20 students, and normally average 8-10 students of mixed English language proficiency. <https://www.catholiccharities-md.org/services/immigration/>

**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/>

### EDUCATION: Tutoring and Support Services

**Cristo Rey Jesuit High School. 420 S. Chester St., Baltimore MD.** VOLUNTEER COORDINATOR. Cristo Rey Jesuit exists to transform lives. We are a Catholic, co-educational, college preparatory school, empowering students to succeed in college, work, and life. In partnership with the Maryland Province Jesuits, the Cristo Rey Network, and the Baltimore business community, our school embraces low-income families of religious, racial, and ethnic diversity. We nurture our students to be men and women in service to others through academic achievement, business experience, faith formation, and civic leadership. The Volunteer Coordinator will help to recruit, screen, and place volunteers in after school activities, tutoring sessions, and sports & recreation events. <http://www.cristoreybalt.org>

### FOOD AND HUNGER

**The Franciscan Center of Baltimore. 101 W. 23<sup>rd</sup> Street, Baltimore MD.** COOK. The mission of the Franciscan Center is to provide emergency assistance and supportive outreach to persons who are economically disadvantaged in an effort to assist them in realizing their self-worth and dignity as people of

God. The Cook will work with kitchen staff to prepare and serve dinner for Franciscan Center guests. This is a weekday evening position. <http://www.fcbmore.org>

**Moveable Feast: 901 N. Milton Ave., Baltimore MD.** REGISTERED DIETITIAN. The mission of Moveable Feast is to foster a community that cares for men, women and children living with HIV/AIDS, cancer and other life-threatening illnesses by preparing and delivering nutritious meals and groceries and providing nutritional counseling and other services. Moveable Feast seeks a registered dietitian to help craft meals that cater to specific individuals' tastes, needs, and medical restrictions. [www.mfeast.org](http://www.mfeast.org)

**Our Daily Bread. 725 Fallsway, Baltimore MD.** PROGRAM ASSISTANT. Our Daily Bread is located in the Our Daily Bread Employment Center (ODBEC) and provides a hot, nutritious lunch for anyone in need every day of the year. It serves as a gateway to a wealth of other services in the facility, including legal services, health care, employment opportunities and government benefits. Breakfast is served every weekday to the elderly and those with special needs. The Program Assistant will work with staff to welcome guests, develop programs and activities, and assist with meals. This position is available on Tuesdays and/or Thursdays. Our Daily Bread is a part of Catholic Charities. <https://www.catholiccharities-md.org/services/our-daily-bread-employment-center/>

**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/](http://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/](http://www.jesuitvolunteers.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/](http://www.thearcbaltimore.org/)

**Maryland Society for Sight. 1313 W. Old Coldspring Lane., Baltimore MD. OFFICE/FINANCIAL ASSISTANT.** Since 1909 the mission of the Maryland Society for Sight has been to prevent blindness and preserve sight for Marylanders. They are making a difference you can see. The Office/Financial Assistant will support the executive director in her efforts to lead a program that provides eye health information and vision screenings for children and families from low-income backgrounds. Some of that support require a basic understanding of accounting and Quickbooks. The volunteer will also have opportunities to help with vision screenings if interested. [www.mdsocietyforsight.org/](http://www.mdsocietyforsight.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](http://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. Hosanna House is a part of Catholic Charities. [www.catholiccharities-md.org/services/hosanna-house.html](http://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/](http://www.projectplase.org/)

**Weinberg Housing and Resource Center. 620 Fallsway, Baltimore MD.** VOLUNTEER COORDINATION ASSISTANT. The Weinberg Housing and Resource Center (WHRC) is a low barrier emergency shelter that provides homeless services to over 275 adult men and women each night in the City of Baltimore. services include shelter, convalescent care, breakfast and dinner, showers, laundry, case management and a variety of life skills and empowerment classes – with a focused goal of assisting residents in obtaining permanent housing. The Volunteer Coordinator Assistant will help to orient volunteers to WHRC, assist with scheduling, and assist in recruiting and selecting volunteers. WHRC is a part of Catholic Charities. <https://www.catholiccharities-md.org/services/weinberg-housing-resource-center/>

## 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. St. Elizabeth's is a part of Catholic Charities. [www.catholiccharities-md.org/jenkins-senior-community/st-elizabeth-rehabilitation/](http://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/>

## WORKFORCE DEVELOPMENT

**Innovation Works. Baltimore, MD.** Innovation Works identifies, trains and develops entrepreneurs from the most at-risk neighborhoods in Baltimore City. By drawing upon the experiences and curriculum of proven Jesuit social entrepreneurship programs, Innovation Works distributes educational resources and expertise to neighborhoods in Baltimore City that are drastically underserved by the existing social entrepreneurship ecosystem. Innovation Works aims to provide a path to economic sustainability, create

business and job opportunities in the community, and connect educational and human resources from Jesuit institutions with people in need. Innovation Works seeks volunteers for two positions:

***Curriculum development coordinator-***

Innovation Works is seeking an Ignatian Volunteer with the experience and skills to weave together our entrepreneurship educational curriculum. Working with a team of educators from Jesuit middle and high schools and entrepreneurship thought leaders from the University of Baltimore, the Maryland Institute College of Art and other community partners, this volunteer will play a crucial role in adapting existing materials to fit our Baltimore context.

***Community partner relationship manager-***

Innovation Works is looking for an Ignatian Volunteer to support the organization in developing relationships with Baltimore community partners who will play vital roles in identifying program participants, business mentors, entrepreneurial resources and financial support. This volunteer will work closely with Innovation Works President Frank Knott to research and identify possible partners, attend local conferences and seminars, and follow-up on initial conversations and contacts to more deeply integrate these partners into the program.