

IVC NEPA Service Opportunities 2018-2019

- **United Neighborhood Centers of Northeastern Pennsylvania (several openings)**

www.uncnepa.org

- Teaching English Classes in SCOLA: The Scranton Council of Literacy Advance (SCOLA) has provided free adult literacy and English as a Second Language (ESL) education since 1975. In 2011, SCOLA merged with UNC and moved to 631 Cedar Avenue in South Scranton, where it is open Monday – Thursday from 10:00 a.m. – 8:00 p.m. and Friday from 9:00 a.m. – 5:00 p.m. The facility offers free ESL classes, one-on-one tutoring, and a computer lab for independent self-study;
- Child Care Teacher: UNC operates a network of three child care centers, which provide low-cost before and after school care, as well as pre-school services. The centers, which are licensed by the Pennsylvania Department of Public Welfare, operate weekdays from 6:30 a.m. – 6:00 p.m.;
- Leading Exercise Classes in Senior Centers: Through a partnership with the Lackawanna County Area Agency on Aging, UNC operates four active older adult community centers to provide educational, nutritional, and social opportunities to individuals aged 55 and older. Transportation is available to and from these centers and lunch is served every weekday for a modest suggested donation. Each center offers different activities, which may include health and other educational programs, yoga, arts and crafts, bingo, line dancing, special events, and bus trips.; and
- Conducting Community Health Classes: In 2014, UNC created its Community Health Department as a bridge to connect health care and social services, with the goal of improving health outcomes for at-risk individuals;
- These are just a few of the myriad volunteer opportunities throughout United Neighborhood Centers. Additional volunteer opportunities include, but are not limited to, working in Emergency Food and Clothing and teaching youth art programs at the Oppenheim Center for the Arts. Please contact IVC of NEPA's Regional Director for additional opportunities to volunteer with United Neighborhood Centers.

- **University of Scranton’s Leahy Community Health & Family Center (“LCHFC”) (1 opening)**

<http://www.scranton.edu/academics/pcps/leahy/>

- Logistics Coordinator/Administrative Support: The LCHFC provides vital services to Northeastern Pennsylvania’s working poor and low-income residents including the following: medical clinic, food pantry, occupational therapy, physical therapy, counseling clinic, and a low vision clinic. As a volunteer, your time, energy, and efforts contribute to the strong assets of our “safety net” for uninsured citizens of Lackawanna County. A commitment from you is a commitment to our community. The LCHFC provides the following opportunities for Ignatian Volunteers:
 - **Administrative Assistant and Clericals**: skilled in Microsoft Office with medical office experience. To assist Administrator/Director of the LCHFC by performing administrative duties and to contribute to the smooth and efficient running of the Center.
 - **Health Care Provider**: (licensed Family and Internal Medicine Physicians and Professional Nurses). Provide services to medical patients with
 - **Pharmacist**: Assist in weekly medical clinic medication dispensary. Assist providers in the management of patient pharmaceutical needs.
 - **Community Health Professional and Social Worker**: Assist Leahy Clinic staff intake and discharge of patients. Provide continuity of care with referral to appropriate community resource depending on the patient’s needs.
 - **Bilingual Medical Interpreter**: English/Spanish, English/Portuguese to assist with clerical and medical interpretation.
 - **Food Pantry Coordinator**: Coordination of scheduling volunteer student during the academic year and providing services during non-academic months, organize food drives and deliveries, maintain records of donation and families utilizing the pantry, corresponding with donors and assist in the packaging of family food needs.

All Leahy Center volunteers must submit Child Abuse Clearance, PA State Police Criminal Record Check, and FBI clearance with no existing record.

- **Saint Joseph's Center (1 opening)**

www.stjosephscenter.org

- Adult Day Program Participant/Mentor: St. Joseph Center's adult day program operates Monday – Friday from 9:00 a.m. to 3:00 p.m. The volunteer may accompany individuals with intellectual disabilities and physical challenges on community outings, walks, bike rides, or to enjoy their mid-day meal.
- Residential Program Mentor: St. Joseph Center's residential program operates around the clock. The volunteer may assist and accompany individuals with intellectual disabilities and very significant physical challenges and medical issues in the following activities: (1) Assist residents at recreation or aquatic therapy sessions; (2) Become a friendly visitor to multiple residents (talking, walking, reading, etc.); and (3) Accompany residents on community outings.

Ignatian Volunteers will receive a thorough introduction and orientation to chosen activities. Volunteers must complete the Criminal History and Child Abuse clearances as well as a health screening.

- **Saint Francis of Assisi Food Kitchen (2 openings)**

www.stfranciskitchen.org

- Client Choice Food Pantry Coordinator: St. Francis's Food Panty, serving over 400 income-eligible households every month, is open every Tuesday, Wednesday, and Thursday from noon to 2:00 p.m. To allow clients maximum choice, St. Francis's Food Pantry operates on a point system. That is, each household spends a fixed number of "points" each month. The Ignatian Volunteer will act as the Volunteer Coordinator (managing volunteers), Shopper (accompanying clients around the food pantry), and Stocker (stock shelves as needed);
- Saint Francis Commons Clothing Store Coordinator: Saint Francis operates a free clothing store every Tuesday, Wednesday, and Thursday from noon until 2:00 p.m. The volunteer will manage clothing donations and assist client shoppers;
- Self-Directed/Design Your Own Volunteer Experience: Ever wanted to create your own job description? If so, this self-directed position is the volunteer experience for you! This position will primarily focus on behind the scenes efforts, allowing St. Francis' kitchen, food pantry, and clothing store to operate seamlessly throughout the year.

- **Friends of the Poor (2 openings)**

www.friendsofthepoorscranton.org

- Jackson Terrace Client Services: The Ignatian Volunteer will answer the telephone, and help Friends of the Poor staff with several service related ministries located at Jackson Terrace including: emergency food, clothing, utility assistance and more.
- Medical Transportation Coordinator pertaining to Friends of the Poor's Need-a-Ride medical transportation program;
- Food Program Assistant. The volunteer would drive a Friends of the Poor cargo van to several local grocery stores on Wednesdays and Fridays, picking up perishable food donations and bringing the food to the Jackson Terrace and Valley View housing developments. Most days the driver would be on duty from 8:30-1:00; and
- After School Program Liaison at Jackson Terrace and Valley View housing developments. Specifically, the volunteer would work with Friends of the Poor teachers, and volunteers from Marywood University and the University of Scranton, to serve a snack, play with the children, and assisting them and the volunteers with educational activities.

- **Greater Carbondale YMCA (several openings)**

<https://greatercarbondaileymca.org/site>

- A-Team Assistant: The A-Team, a group of around twenty teens with autism and their parents, meets every Friday night from 6 to 8 p.m. for fun, friendship, and learning. This group of phenomenal youth and their families gather weekly to socialize and learn life skills. Members of the A-Team also enjoy participating in other activities together, including bowling, attending RailRiders baseball games, visiting a fire station, or eating out.
- Childcare Assistant
- Health & Wellness Advisor

- **NEPA Youth Shelter (2 openings)**

<https://www.nepayouthshelter.org/>

The mission of the NEPA Youth Shelter is to provide quality emergency shelter and related services to unaccompanied youth ages 14 through high school graduation from all counties in NEPA. The Shelter will provide essentials such as food, clothing, and bathrooms, as well as services such as educational support, counseling, family reunification, and/or preparation for independent living. With a focus on social justice and advocacy, the Shelter will be welcoming to youth from all backgrounds and especially affirming to lesbian, gay, bisexual, transgender, and queer (LGBTQ+) youth, as this population constitutes a high percentage of homeless youth in our area. NEPA Youth Shelter's current needs are volunteers to assist with the:

After-School Drop in Center: Monday through Friday 3:00 p.m. to 9:00 p.m.

- **Hospice of the Sacred Heart (1 opening)**

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

Volunteers are invaluable to the Hospice of the Sacred Heart program. They provide both practical assistance and compassionate care to our patients and family members. Hospice volunteers demonstrate a deep commitment to the hospice concept and to their desire to help others. Current Ignatian Volunteer opportunities include:

- Patient/Family Assistance (8 or 16 hours per week): Volunteers may provide direct patient and family assistance, such as: sitting with patients, making phone calls, or running errands for patients and/or caregivers.
- Inpatient Unit Greeter (8 Hours): Located in Dunmore, the Ignatian Volunteer's calming presence will welcome patients and families to the inpatient hospice unit. The volunteer will also accompany families and visitors to patient's rooms, offer families a snack or drink, and listen to families and offer support.

http://www.hospicesacredheart.org/inpatientunit/IPU_Brochure.pdf

- **Neighborworks of Northeastern Pennsylvania (1 opening)**

www.nwnepa.org

- Administration/Fiscal Volunteer;
- Construction/Project Management; and
- Property Acquisition and Redevelopment Specialist.

- **Nativity Miguel School of Scranton (2 openings)**

www.nativitymiguelscranton.org

- Teacher, Tutor and Mentor students during Nativity Miguel's after-school, or 8th period, program. This program further educates Nativity Miguel students in the areas of Science, Technology, Engineering, Math, Creative Writing and Forensics;
- Experienced Office Assistant – computer skills, comprehensive clerical background, ability to follow-through on tasks, and assist staff at lunchtime.
- Business Office Assistant – familiarity with finance, computer skills, and assist staff at lunchtime.

Prior educational experience is a consideration, however, not a requirement.

- **North Penn Legal Services (2 openings)**

www.northpennlegal.org

- Social Security Disability and SSI Advocate: to facilitate referrals to emergency shelter, housing, food, clothing and mental health programs;
- Program Manager: responsible for following-up with legal aid clients after resolution of the client's legal issue; and
- Attorney Advisor: to provide brief service telephone legal advice regarding family, housing, and consumer issues.

- **Women's Resource Center (no current openings)**

www.wrcnepa.org

- Barbara J. Hart Justice Center: Volunteer will provide support for the Justice Center Attorney and Legal Assistant including assisting in maintaining agency records and filing system, ordering and organizing office supplies and equipment, and any other duties as assigned to ensure the efficient delivery of services to legal clients; and
- Administration/Fiscal Volunteer: Volunteer will provide support for the Administrative and Fiscal staff including assisting the Fiscal Director with managing bills, invoices, and other fiscal documents related to the agency budget. Volunteer will assist the administrative staff with managing multiple grants and staff projects and complete other duties as assigned.
- **All Women's Resource Center volunteers must pass Act 33 (Child Abuse Clearance), Act 34 (Criminal Record Check), and FBI clearance. All WRC volunteers must also complete required online training.**