

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: Teaching

Caroline Center at Gibbons Commons. 900 S. Caton Ave., Baltimore MD. FINANCIAL PLANNING INSTRUCTOR. Caroline Center offers its holistic education and career skills training program to capable women who are ready for change – women who would most benefit from the program and would not otherwise have the opportunity. Caroline Center's mission is to empower each woman to reach the fullness of her potential so that she can create a future of hope for herself and her family. The Financial Planning Instructor will teach one 90-minute class each week that addresses areas such as budgeting, financial planning, and debt-management. Candidates should have a genuine interest in working with low-income women, <https://caroline-center.org>

The Community School. 2939 Huntingdon Ave., Baltimore MD. IT MAINTENANCE/INSTRUCTOR. The Community School is an academic and mentoring high school, based in the Remington community, for young people who want to advance their education, improve their lives, and better their community. Founded in 1982 by Tom Culotta along with residents of the Remington community in Baltimore, this academic and mentoring program has worked with hundreds of students, helping them to stabilize their lives, advance their education, earn a high school diploma and go on to college. The IT MAINTENANCE/INSTRUCTOR will maintain the school's computers and network (MacIntosh platform)

with updates and security as well as help figure out the best use of current equipment (including iPads, cameras, etc.) and research potential software needs. Other IT maintenance will include the grading platforms and Google Classroom. Finally, the INSTRUCTOR will teach a 1-hour computer class each week focusing on learning Microsoft Office. <http://tcshighschool.org>

EDUCATION: Tutoring and Support Services

Caroline Center at Gibbons Commons. 900 S. Caton Ave., Baltimore MD. MATH TUTOR. Caroline Center offers its holistic education and career skills training program to capable women who are ready for change – women who would most benefit from the program and would not otherwise have the opportunity. Caroline Center's mission is to empower each woman to reach the fullness of her potential so that she can create a future of hope for herself and her family. The Math Tutor will work one-on-one with women seeking to improve middle- or high-school level math. <https://caroline-center.org>

FOOD AND HUNGER

The Franciscan Center of Baltimore. 101 W. 23rd 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

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/>

NONPROFIT CAPACITY BUILDING

Caroline Center. 900 Somerset St., Baltimore MD. VOLUNTEER COORDINATOR. Caroline Center offers its holistic education and career skills training program to capable women who are ready for change – women who would most benefit from the program and would not otherwise have the opportunity. Caroline Center's mission is to empower each woman to reach the fullness of her potential so that she can create a future of hope for herself and her family. The Volunteer Coordinator will work with instructors and staff to coordinate an outreach program that recruits and places volunteers to help with tasks such as tutoring, counseling, and helping with special events within the organization. <https://caroline-center.org>

Jesuit Volunteer Corps: 801 St. Paul St., Baltimore MD. FINANCE CONSULTANT. 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 Finance Consultant will work with JVC's leadership team build professional competence in the accounting/finance department. With over thirty-five communities of Jesuit Volunteers, JVC staff needs help improving finance processes and to consolidate information in easy to access, one-stop documents. The Finance Consultant will also prepare documentation to educate staff on accounting procedures such as sales tax exemption. 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/

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/

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. Hosanna House is a part of Catholic Charities. 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/>

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/