

Ignatian Volunteer Corps Phila./S.Jersey Placement Descriptions

Updated 05/11/2023

EDUCATION

Cristo Rey Philadelphia High School: 1717 W. Allegheny Ave. Philadelphia, PA. ADMISSIONS ASSISTANT. As a member of the admissions and recruitment team, assist with yearlong efforts to recruit new students and families.

Cristo Rey Philadelphia High School: 1717 W. Allegheny Ave. Philadelphia, PA. FRONT OFFICE SUPPORT. As a member of the administrative team, support efforts to communicate with families, organize and record attendance records and work with the dean's office to manage relationships with students and families that are a part of the Cristo Rey community.

Saint Joseph's University: 5600 City Ave, Philadelphia, PA. PLACEMENT SITE COORDINATOR In conjunction with the Alliance for Catholic Education (ACE) Program and the new on-line Master of Social Work Program, develop placement sites and coordinate with contacts to facilitate student experience for programmatic expectations. IVC member will support students and manage periodic site visits.

Saint Joseph's University: 5600 City Ave, Philadelphia, PA. ONE-ON-ONE TUTOR Student Success and Emotional Support is looking for tutors to develop a connection with students that entails academic tutoring, mentoring and guidance while also providing support, stability, consistency, and evaluation.

SENIOR SERVICES

Caring for Friends: 12271 Townsend Rd. Philadelphia, PA. WAREHOUSE/KITCHEN/BREAKFAST SERVICE/OFFICE. Caring for Friends mission is to provide food and friendship to homebound seniors, disabled, kids and adults throughout five counties of Greater Philadelphia. They have options that include stocking/packing in the warehouse, delivery to members homes, food service on site and administrative duties including filing, managing the phone, newsletter and grant writing. Can accommodate up to 15 IVC corps members.

EMPLOYMENT SERVICES AND ECONOMIC DEVELOPMENT

FOOD AND HUNGER

Caring for Friends: 12271 Townsend Rd. Philadelphia, PA. WAREHOUSE/KITCHEN/BREAKFAST SERVICE/OFFICE. Caring for Friends mission is to provide food and friendship to homebound seniors, disabled, kids and adults throughout five counties of Greater Philadelphia. They have options that include stocking/packing in the warehouse, delivery to member's homes, food service on site and administrative duties including filing, managing the phone, newsletter and grant writing. Can accommodate up to 15 IVC corps members.

Cathedral Kitchen: 1514 Federal St. Camden, NJ. FOOD SERVICE AND DISTRIBUTION. Dinner is served Monday through Friday from 3:15 to 5pm and lunch is on Saturdays from 12 to 1pm. Food is cooked on the premises and served at tables. Meals are also provided for after school programs, groceries for low-income senior centers, local pantries, churches and soup kitchens. There is also job training on site and supportive services.

Sanctuary Farm: 1622 North 22nd St. Philadelphia, PA. FARMHAND. Urban farming non-profit that believes in the healing and transformative power of nature in providing opportunities for neighbors to work together and create spaces of beauty, safety and healing for those in need. Placement duties include gardening, harvesting and community involvement as needed on site.

PRISON MINISTRY / SERVICES TO OFFENDERS

St. Rita's Shrine: 1166 S. Broad St. Philadelphia PA. COFFEE SHOP MANAGER. Supervise staff in A.D.R.O.P.'s transition program of formerly incarcerated adults to manage a coffee shop that would be opened 3-4 days a week after masses and when the Shrine is open on special occasions. Responsibilities include: ordering supplies, supporting and training the workers and creating/maintaining a schedule.

REFUGEE AND IMMIGRATION SERVICES

Nationalities Service Center (NSC): 1216 Arch St. Fl. 4, Philadelphia, PA. RESETTLEMENT TEAM/IN-KIND SPECIAL ASST. - Work with our Refugee Resettlement Team, and specifically assist our In-Kind Specialist. NSC has grown exponentially in the last year due to an increased demand for services with the Afghan and Ukrainian crises, and we need assistance processing, organizing, delivering and receiving donations. In addition to physically working with donations and home set-ups for newcomers, this volunteer will also assist our In-Kind Specialist with organizing annual donation drives and expanding donation partnerships.

SERVICES FOR PEOPLE WITH PHYSICAL / DEVELOPMENTAL DISABILITIES

The Communities of Don Guanella and Divine Providence: 686 Old Marple Rd. Springfield, PA MULTIPLE POSITIONS An organization dedicated to transforming the lives of individuals with intellectual and physical disabilities. We foster a vibrant community filled with love, care and acceptance based upon the Catholic faith. In partnership with families, employees, and volunteers, our programs provide a continuum of care offering a wide range of programming options including Community and Campus-Based Living Arrangements, Life Sharing Through Family Living, Respite Care, and Day Programs.

Community Participation Support (CPS): 10 Fatima Dr. Secane, PA MULTIPLE POSITIONS Our Day Program Services are designed to give adults with intellectual disabilities the skills needed to reach their greatest potential. Participants include those individuals living within our communities. Programs include an Adult Training Facility (which includes an aging support component), Community Participation Services, and opportunities to work or volunteer within the community.

SHELTERS AND TRANSITIONAL HOUSING

SOCIAL MEDIA

Catholic Housing and Community Services: 222 N. 17th St. Philadelphia, PA SOCIAL MEDIA ASSOCIATE Proficient in use of Microsoft Office software, including Word and Publisher. Comfort with posting content to Facebook and other social media outlets on behalf of several senior community centers. Ability to maintain confidentiality of protected health information of program constituents.

SOCIAL SERVICES AND COMMUNITY CENTERS

Catholic Housing and Community Services: 222 N. 17th St. Philadelphia, PA PROGRAM ASSOCIATE Assist the manager of one or more of CHCS's Senior Community Centers to plan and implement programming for Center members. Programming may focus on health and well-being, life skills (eg., budgeting and finance, technology, use, legal matters, and other practical matters relevant to older adults), arts and cultural engagement, and social/recreational activities.

YOUTH PROGRAMS

LUCY Outreach: 3201 Federal St. Camden, NJ. SERVICE VOLUNTEER. LUCY Outreach offers multi-lingual, culturally sensitive services to low-income Camden County teens and young adults ages 7-25, and their families. Services offered include educational (college prep, graduate mentor program, tutoring, life skills, leadership and job training), social (healthy mind, body and spirit in social interactions with peers), cultural (inclusivity and social justice workshops, retreats, support groups, cultural festivals and outings and museums) and service-oriented (civic responsibility classes, local service days, annual immersion trip to the Mexican Border, community panels and more).