



Community Service Center

Community Service Work Study (CSWS) Handbook

Welcome to the CSWS Program! The CSWS Program is a great opportunity for you to gain valuable experience while earning your work-study money. This handbook has been prepared for all volunteers who are part of the CSWS program. It will help to provide you with information regarding check processing and distribution as well as descriptions of positions available at each worksite affiliated with the CSWS Program.


Anna E. Croop
Graduate Assistant
Community Service and Greek Life
community-service@wpi.edu
Ext. 4915

CSWS To-Do List

- ☐ **Attend an orientation meeting**
 - Wednesday, August 28, 5-6pm, in Higgins Lab 154 ~OR~
 - Thursday, August 29 5-6pm Higgins Labs 154
 - Please contact Anna E. Croop (community-service@wpi.edu) if you cannot make it to either meeting.
- ☐ **Contact Site Supervisors**
 - Set up a time to meet with your supervisor and develop a schedule for each term.
 - You will find the contact information for site supervisors in this handbook.
- ☐ **Prepare a resume (if needed)**
 - It could be a great idea to bring a resume with you to your first meeting with your site supervisor.
 - If you do not have a resume, the Career Development Center (CDC) is a great resource to help you develop one!
- ☐ **Bring the Information Sheet to Anna in the Student Activities Office**
 - Once you have secured a position at one of the sites, you will need to return the attached Information Sheet and Expectations Contract to Anna along with a copy of the e-mail you received from Financial Aid showing you have work study.
 - **This step should be completed within a week of your start date!**
- ☐ **Fill out electronic time sheets -- daily or weekly**
 - It is very important that you remember to do this! You are in charge of keeping track of your time sheets in banner web (www.bannerweb.wpi.edu)
 - Time sheets can be completed daily or weekly – choose whatever works best for you!
 - More information on time sheets can be found on the next page.
- ☐ **Request Transportation**
 - The WPI Community Service Center is able to provide transportation for any students who would like to volunteer at local agencies and programs.
 - The Community Service Van is available seven days a week between the hours of 8 am - 7pm. Please submit requests for appointments at least 24 hours in advance
 - Log on to TechSync to request a ride: (<https://orgsync.com/29444/forms/33005>)
- ☐ **Required: Attend a Reflection Meeting at the end of each term**
 - These meetings are intended to provide you with a chance to discuss your experience, share stories, and learn from each other!
 - The meeting dates are:
 - Wednesday, October 9 from 6-7pm – Campus Center, Chairman's Room
 - Wednesday, December 11 from 6-7 pm – Campus Center, Chairman's Room
 - Wednesday, February 12 from 6-7 pm – SL 402
 - Wednesday, April 9 from 6-7 pm – Campus Center, Chairman's Room

How to Get Paid

Every 2 weeks (the week that you do not receive a check in our pay cycle) you will need to complete a timesheet on Banner Web. The deadline for completing your time card is **Friday (of that week) at NOON**. The Community Service Center (CSC) is located on the 3rd floor of the Campus Center and can be reached at ext. 4915. In the CSC, our contact person is **Anna E. Croop**. She will be the person coordinating time-card completion.

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- Step 1) Make sure that Anna has a copy of your e-mail from Financial Aid informing about work study and that you've sent your tax and withholding forms to the Payroll Office.
- Step 2) Go to Payroll, located in Boynton Hall, with a voided check and your student ID to set up direct deposit so that you can receive your paychecks directly into your bank account.
- Step 3) Go into Banner Service (bannerweb.wpi.edu) and complete your timesheet.
1. From the employee tab, click on "time sheet"
 2. To select a position, click under position, choose the time sheet period and click Select.
 3. To begin, click a link under the date where you want to enter time. Click next/previous for more dates. The timesheet should include the total number of hours you worked during the past 2 weeks.
 4. When finished, click **SUBMIT!** You should look for the message "Your time sheet was submitted successfully. This step must be done in order to be paid.
 5. Print out time sheet with hours, bring to your supervisor at your placement and have it signed and returned to Anna E. Croop before Friday at noon. In order for your timesheet to be approved, this step is required.
 6. Please follow instructions on website if help is needed:
<http://www.wpi.edu/Images/CMS/HR2/Web-Time-Entry-Student.pdf>
- Step 4) Your first check will be a paper check, which you need to pick up at Payroll located in Boynton Hall. After you receive your first check, you should get paid via direct deposit.

Other Important Reminders

- 1) Keep track of all of your work hours. It is your responsibility to fill out your hours on banner web and have your supervisor sign off on them. Anna will not approve your hours until she receives the signed hours. Some students have chosen to fill out their time cards on a daily basis and others feel that it is easier to complete them on a weekly basis. Whichever way you chose to do, do not forget to hit submit when the two weeks are complete.
- 2) If you ever are in doubt of when you'll be getting paid or when it is time to come in to get a check/complete a time card, look to the WPI Human Resources Website by visiting <http://www.wpi.edu/offices/hr/calendar.html#student>
- 3) If you do not complete your electronic time sheet on time, it doesn't mean that you won't get paid for your work. It simply means that you have to wait until the next pay period to get paid. In order to get paid, you will need to fill out a paper time sheet, available in the Student Activities Office, with your supervisor's signature, and bring it to Anna.
- 4) If you have any questions with the payment procedure or if you think that there is a mistake with your check(s), you can contact Anna. Anna will be able to assist you with your payment questions.



"You must be the change you wish to see in the world." Mahatma Gandhi

CSWS Sites & Position Descriptions

COMMUNITY SERVICE CENTER JOBS

Community Service Center Student Assistant (3 students needed)

[4-5 hours per week]

Contact: Anna E. Croop

508-831-4915

community-service@wpi.edu

Assist in the daily operations of the Community Service Center by greeting visitors, answering telephones, copying, filing, and other duties as assigned. The Community Service Center provides community service opportunities to the entire campus population. Student workers will assist in coordinating and executing community service events throughout the year. Extra hours will be available most weekends; student assistants are expected to supervise a minimum of three community service events per semester.

Community Service Van Driver (5-8 students needed)

[4-5 hours per week]

Contact: Anna E. Croop

508-831-4915

community-service@wpi.edu

Community Service Van Drivers will be responsible for transporting students to and from community service sites in Worcester and surrounding communities. Candidates for this position must have excellent driving skills and a valid driver's license and willingness to attend defensive driving course.

WITHIN WALKING DISTANCE OF CAMPUS

Relay for Life Committee, American Cancer Society

[Hours per week: 1-5]

Contact: Margaret Tantillo

508-270-4676

margaret.tantillo@cancer.org

Members of the committee will be responsible for planning Relay for Life on campus. Volunteers will serve on the planning committee from September through April as well as staffing the event held in April.

Mentor, Big Brothers/Big Sisters of Central Massachusetts

[Hours per week: 1-2]

Contact: Sarah Belisea
508-752-7868
sarah.belisea@bbbscm.org

Activities include a one on one mentoring program for children in the local area. WPI Students would volunteer at one of three local schools that are within walking distance to WPI. Hours are Monday-Friday 8:30am-4:30pm. This requires a MINIMUM one time a week for one year commitment during the academic calendar year. Ideal candidates will continue with the commitment for multiple years.

Site Coordinator, Big Brothers/Big Sisters of Central Massachusetts

[Hours per week: 3-10]

Contact: Sarah Belisea
508-752-7868
sarah.belisea@bbbscm.org

Assist a BBBS Match Specialist in interviewing and assessing children, coordinating volunteer schedules and transportation, supervising matches at local elementary schools, and recruiting WPI volunteers. Hours are Tuesdays, Wednesdays, and Thursdays 2:00-4:00pm or Wednesdays and Thursdays 11am-1pm depending on the school. Programs are at Belmont Street School, Wawecus Road School, or Elm Park Elementary.

AVID Tutor, Worcester Public Schools

[Hours per week: 4-6]

Contact: Janet Mathieu
508-799-1234
mathieu@worc.k12.ma.us

The AVID Program in the WPS is recruiting WPI students to tutor within the AVID elective class in all middle and high schools in Worcester. AVID is a program for students in grades 7-12 who are capable of completing a college preparatory program but need additional support and assistance. Training will be provided.

Office Assistant, Elm Park Community School, 23 N. Ashland Street

[Hours per week: flexible hours between 2:00-6:00pm]

Contact: Joany Santa (Principal)
508-799-3568
santaj@worc.k12.ma.us

Activities include answering phones, answering the door, arranging student pick-up and using the computer to categorize. Additional duties may include: assisting with intramural sports, working in the school library, and providing additional clerical support. An orientation and training are provided. Work hours are during weekdays only. No nights or weekends. The ideal candidate will have reliable attendance. Workers each schedule their own hours within a normal work week, but are expected to stick to those hours, as well as, occasional paid meetings—conflicts with classes will be avoided. Ability to work with and follow directions from staff and/or peers and a desire to work with children is a must.

WPI Mentor, Exploradreams/Robokids, WPI Campus

[Hours per week: 2-4]

Contact: Hedan Mindy Zhang
hmzhang@wpi.edu

Activities include tutoring and mentoring grade-school students in math and science and assisting them in recreational activities. An orientation and training are provided. Work hours are during weekdays only. The weekly Exploradreams program is usually held on campus on Tuesdays and Thursdays from 4-6pm. Requirements include the ability to work with and follow directions from staff and/or peers and a desire to work with children is a must. Good communication skills and a willingness to share your knowledge in math and science are essential.

Visitor Ambassador, Worcester Art Museum, 55 Salisbury Street

[Hours per week: 5-10]

Contact: Laura Riach
508-799-4406 Ext. 3079
volunteerservices@worcesterart.org

Purpose: To assist the Visitor Services and Education Departments with Visitor engagement within the Museum galleries. Duties and responsibilities: engage Visitors with Museum and exhibition-related information, ensure Visitors are aware of Museum policies, answer Visitor inquiries and help direct Visitors to galleries, bathrooms, elevators, wheelchairs, café and shop, collect Visitor attendance information, provide information about Museum membership
Education and qualifications: enthusiastic and friendly with the ability to be polite and professional in a variety of situations, solid interpersonal and communication skills, ability to work well independently, background in art history or strong interest in 20th century art and ability to volunteer for 1 or more 2 to 3 hour shifts per week. If you are interested in being considered for any position listed at the Worcester Art Museum, please send or e-mail a copy of your resume and cover letter to the above contact.

Visitor Services, Worcester Art Museum, 55 Salisbury Street

[Hours per week: 5-10]

Contact: Laura Riach
508-799-4406 Ext. 3079
volunteerservices@worcesterart.org

Purpose: Assist Visitor Services Manager with day to day operations and work on project-based initiatives. Duties and Responsibilities: welcome guests to the Museum, provide information on programs and exhibitions, sell memberships and gift cards, answer the Museum's general phone line and collect admission fees and data, work in back office on Visitor Services projects
Education and qualifications: knowledge of POS systems helpful, enthusiastic and friendly with the ability to work well independently and with staff and visitors in a public setting. Ideal candidate should be customer service and detail oriented, dependable and trustworthy. Opportunities are available Tuesday through Sunday.

Gift Shop Assistant, Worcester Art Museum, 55 Salisbury Street

[Hours per week: 5-10]

Contact: Laura Riach
508-799-4406 Ext. 3079
volunteerservices@worcesterart.org

Purpose: Assist Gift Shop Manager and staff with day to day operations in the Museum Gift Shop
Duties and Responsibilities: welcome Visitors and assist with sales and help with inventory, organizing and dusting of merchandise. Education and qualifications: knowledge of POS systems helpful, enthusiastic and friendly with the ability to work well independently, ideal candidate should be customer service and detail oriented, dependable and trustworthy. Opportunities are available Tuesday through Sunday.

Art All-State, Worcester Art Museum, 55 Salisbury Street

[Position is February through May]

Contact: Laura Riach
508-799-4406 Ext. 3079
volunteerservices@worcesterart.org

Purpose: Assist Art All-State Manager in all operations of the Art All-State program in Education.
Duties and Responsibilities: data input, mailings, power-point presentations and errand-running, help coordinate college fair, make calls for food and supply donations, coordinate Art All-State weekend
Education and Qualifications: quick, thorough and neat with a sharp attention to detail and art background helpful. Hours in Feb-May leading up to the two-day event in late May/early June are particularly important.

Administrative Assistant, Worcester Art Museum, 55 Salisbury Street

[Hours per week: 5-10]

Contact: Laura Riach
508-799-4406 Ext. 3079
volunteerservices@worchesterart.org

Purpose: Assist Education Registration Administrator in the Education Office. Duties and Responsibilities: data entry, charting & pivot tables in Excel and data analysis, customer service, reception and answer phones. Education and Qualifications: background in business administration, clerical or office setting, extreme attention to detail, working knowledge of Microsoft Office Suite and excellent customer service skills and phone etiquette.

Computer Studio Assistant (Education Department), Worcester Art Museum, 55 Salisbury Street

[Hours per week: 3 or more hours per week, days and hours flexible]

Contact: Laura Riach
508-799-4406 Ext. 3079
volunteerservices@worchesterart.org

Purpose: Assist Manager of Youth and Family Class Programs with maintenance of Computer Studio. Duties and Responsibilities: updating, upgrading and installing software, maintain network and file backups, hardware maintenance and installation and other duties as required. Education and Qualifications: must be attentive to detail and must be comfortable with computers, MAC preferred. Majors or minors in following programs may be interested: communications, library sciences, or computer science.

Registration Assistant, Worcester Art Museum, 55 Salisbury Street

[Hours per week: 5-10]

Contact: Laura Riach
508-799-4406 Ext. 3079
volunteerservices@worchesterart.org

Purpose: Assist the Administration Coordinator in the Education office. Duties and Responsibilities: support Education office, including public contact, class registrations and answering phones, post classes on Craig's list and data entry, special projects including reports on targeted portions of the Museum's public, including the Museum's adult and youth students, assisting in the Art pARTnership programs with Elm Park Community School. Education and Qualifications: BA or MA program in arts, arts education or museum education preferred, ability to multi-task and meet deadlines and excellent customer service skills.

ESOL Tutor, Lutheran Social Services, Services for New Americans, 14 East Worcester St.

[Hours per week: 4-6]

Contact: Diane Fitzmaurice
508-754-1121 ext:440
dfitzmaurice@lssne.org

At LSS, the Services for New Americans program provides resettlement services, legal assistance, case management, employment services and education for refugees, immigrants and individuals seeking asylum. ESOL tutors help adults to speak, listen, read and write English. Advanced students need help with writing and conversational skills. Skills needed: creativity, respect for other cultures, coursework or experience in education and/or reading/writing instruction.

Resource and Volunteer Coordinator, Lutheran Social Services, Services for New Americans

[Hours per week: 4-6]

Contact: Diane Fitzmaurice
508-754-1121 ext:440
dfitzmaurice@lssne.org

At LSS Services for New Americans we provide resettlement services, legal assistance, case management, employment services and education for refugees, immigrants and individuals seeking asylum. We need help in our donation room organizing donated clothing and household goods. These items are given to refugee families that have recently arrived in Worcester. We need someone with good organizational skills and the ability to lift 25lbs.

ASSISTments Project, WPI

[Hours per week: 2-10]

Contact: Trish Desmarais
508-831-6470
td@wpi.edu

ASSISTments is a free web-based platform that allows teachers to write individual ASSISTments (composed of questions and associated hints, solutions, web-based videos, etc.). The word “ASSISTment” blends tutoring “assistance” with “assessment” reporting to teachers. It supports all subjects (i.e., Math, English etc.) and due to federal grants, has a huge repository of math content. Professor Heffernan invites Federal Work Study students to spend their community service and work study hours assisting in the Non-Profit ASSISTments project. WPI's ASSISTments project provides web-based tutoring to students in public schools as a free service to the schools. While working on the project you will build the problem sets students will be working on in their classrooms from textbooks provided by the teachers into the ASSISTments system. To learn more about the project please visit www.assistments.org

WITHIN DRIVING DISTANCE OF WPI (Transportation can be provided by the Community Service Van)

Office Assistant, American Cancer Society, 350 Plantation Street

[Hours per week: Up to 10 hours/week]

Contact: Margaret Tantillo
508-270-4676
margaret.tantillo@cancer.org

Assist with mailings, filing, small projects, computer work, etc. Hours are between Monday and Friday, 9am-5pm.

Volunteer, Christopher House, 10 Mary Scavo Drive

[Hours per week: 2-10]

Contact: Arthur Tirella
508 754-3800 Ext. 121
atirella@christopherhouse.com

The Christopher House offers volunteer opportunities in a wide variety of areas working with the elderly. Assignments are available for volunteers interested in resident interaction and for those who prefer to remain behind the scenes. They offer complete flexibility for your time, schedule and choice of assignment.

Volunteer, Ecotarium, 222 Harrington Way

[Hours per week: 3-4]

Contact: Betsy Maloney
508-929-2708
bmaloney@ecotarium.org

The EcoTarium is a unique indoor-outdoor museum in Worcester, MA. Set in an urban oasis, the EcoTarium offers a chance to walk through the treetops, take a thrilling multimedia journey through the galaxy at a digital planetarium, meet wildlife, stroll nature trails, ride a narrow-gauge railroad, and get hands-on with family-friendly exhibits. Many volunteer opportunities available to assist guests to this beautiful indoor/outdoor science museum.

Office Intern, Greater Worcester Land Trust, 101 Water Street

[Hours per week: Up to 10 hours/week]

Contact: Mary Caulway
508-795-3838
mary@gwlt.org

Assist with administrative tasks at a small non-profit land trust.

Shelter Assistant, Worcester Animal Rescue League, 139 Holden Street

[Hours per week: 5-10]

Contact: Allie Simone
508-853-0030

WARLvolunteer@gmail.com

Activities include tending to the care and maintenance of the pets in the shelter. Duties may include cleaning kennels and cages, laundry, washing dishes and litter boxes. Additional duties may include sorting food, transporting donations, bathing pets, extreme cleaning. Animal interaction may be limited. Must be able to lift 40 pounds. An orientation and training are provided. Work hours are may be flexible with more help needed between 8-11 a.m. No nights or Sundays. The ideal candidate will have reliable attendance and transportation. Requirements: Ability to work with and follow directions from staff and/or volunteers and a desire to work with pets is a must. Previous shelter or animal experience preferred. Must be ready to work hard in dirty situations. Be aware that clothing may be stained, ripped, dirty, etc. Waterproof boots and extra socks are highly recommended.

Homework Center Tutor, Worcester Housing Authority, 40 Belmont Street

[Hours per week: Up to 10 hours/week]

Contact: Dianna Biancheria
508-635-3364

biancheria@worchester-housing.com

WHA Home Work Center tutors provide supervision and assistance in an after-school "drop-in" program for children of Great Brook Valley/ Curtis Apartments and Lakeside Apartments. The Center can accommodate up to 30 children per day. The Center is an active and dynamic environment. The time is spent on homework and social/recreational activities. The Center provides a safe, constructive alternative for children. Tutors rely on their own academic skills, friendliness, and good humor to assist students with academic assignments, serve as role models, and generally promote academic and social success.

AVID Tutor, Worcester Public Schools

[Hours per week: 4-6]

Contact: Janet Mathieu
508-799-1234

mathieuj@worc.k12.ma.us

The AVID Program in the WPS is recruiting WPI students to tutor within the AVID elective class in all middle and high schools in Worcester. AVID is a program for students in grades 7-12 who are capable of completing a college preparatory program but need additional support and assistance. Training will be provided.

Computer Lab Intern, Goddard Scholars Academy, 20 Irving Street

[Hours per week: flexible hours between 9am-3pm]

Contact: Patricia Ryan
508 799-3350

RyanPA@worc.k12.ma.us

Intern will maintain and manage a new computer lab for use of the teachers and students in the Goddard Scholars Academy, a new Innovation School within a school. Ability to assist teachers and students with research, new software are required. Skill in web design and social media are preferred. Trustworthiness and integrity are required.

Various Internship Opportunities, Community Harvest Project, 37 Wheeler Road Grafton, MA.

[Hours per week: flexible hours]

Contact: Paul Grady
774-551-6544

volunteer@community-harvest.org

While our organization is deeply committed to building a sustainable food system, we do not require candidates to be well versed in agriculture or the food production system. Bring your enthusiasm, and we will teach you the rest! The majority of your time will be spent instructing volunteers and ensuring a positive experience for our volunteer groups, most of which are local school groups in the fall and spring. Since we are a small non-profit, we are able to utilize your talents and interests. The remainder of your time is flexible; we have needs in development, social media, marketing, volunteer relations, or database administration. We're also open to other projects provided they advance our organization.

Social Media Assistant, Edward Street Child Services, 34 Cedar Street

[Hours per week: 4-6]

Contact: Dianne Bruce
508.792.0220

dbruce@edwardstreet.org

Parents of young children use social media to communicate. We need to meet parents where they are using the media they prefer. We are seeking a savvy student who can devote a few hours a week engaging families to improve their children's development. Student will be supervised by Director of Special Projects.

Tutoring coordinator, Dynamy Youth Academy, 27 Sever Street

[Hours per week: 6]

Contact: Etel Capacchione
508-755-2571, ext. 23
capacchione@youinc.org

The Dynamy Youth Academy is an experience-based, four-year, after-school leadership and mentoring college access program. Youth Academy identifies promising low-income 8th grade students in the Worcester public schools, supports them in completing their high school education, motivates and prepares them for college and internships and upon completion of the program, guarantees them access to higher education. As tutoring coordinator, you would be responsible for overseeing the tutoring component of the program, including matching students with tutors, recruiting and interviewing potential tutors, developing a database for maintaining tutor information and tracking student's tutoring needs. As part of this work study, you may be asked to perform other administrative duties, such as, inputting students grades in a database, and other administrative duties as needed.

Technology Assistant, YMCA of Central Massachusetts, 1 Salem Square

[Hours per week: flexible hours]

Contact: Darlene Heywosz
(508) 767-2505 ext. 3004
dheywosz@ywcacentralmass.org

Possible responsibilities based on interest and skills of the student: Update inventory of IT equipment (hardware/software/printers/etc.); Install updated patches and drivers on pcs.; verify serial numbers/software versions & revisions; assist with training staff on use of software. Qualifications: college course work and/or certificate in computer operations, personal computers or network administration. Experience with Microsoft Office and Windows95 required. Excellent interpersonal skills, organizational skills, communications skills and ability to work with and train staff with diverse computer knowledge required.

Communications and Marketing Assistant, Girls Incorporated of Worcester, 125 Providence Street

[Hours per week: 4-6]

Contact: Anne McCarthy
508-755-6455
amccarthy@girlsincworchester.org

Girls Incorporated of Worcester has been inspiring all girls to be strong, smart, and bold for over 97 years by focusing on skills that are required to promote empowerment and self-reliance. Volunteers are needed to help design and implement creative web content, graphics, video, periodic email communications (e-blasts) and e-newsletters to inform Girls Inc's donors, members, sponsors, and staff; video record and/or photograph agency presentations, trainings and events; design new and/or

revise existing program brochures, postcards, and other marketing materials; may also set up event and/or community fair displays; perform data entry, copying, mailing and filing, as needed.

Qualifications: Excellent verbal/written communication skills; ability to plan, organize, and prioritize; Knowledge and proficiency in a variety of text, web, photo, and video editor software programs including Microsoft Word, Excel, PowerPoint, as well as Adobe Acrobat and Adobe Creative Suite: PhotoShop, Illustrator, DreamWeaver and InDesign; knowledge of social media platforms and social networking tools.

Truck Assistant & Program Ambassador, Habitat for Humanity - MetroWest/Greater Worcester, ReStore, 111 Park Ave.

[Hours per week: 4 - 8]

Contact: Debbie Maruca-Hoak
508-799-9259

debbie.marucahoak@habitatmwgw.org

Habitat for Humanity MetroWest/Greater Worcester is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Habitat for Humanity MetroWest/Greater Worcester is dedicated to eliminating substandard housing locally and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions. Tasks: Serves as an ambassador for Habitat for Humanity/ReStore, work with Donations Coordinator to establish weekly donations pick-up schedule, maintain all tools and equipment required, pick up donations as assigned and complete donation receipts, load and unload ReStore truck, maintain safe and clean work environment in donations area, assist other volunteers and staff as needed. Qualifications: Enjoy interacting with the public, courteous to donors and mindful of their property, ability to express the mission of Habitat for Humanity and ReStore, ability to lift at least 50lbs and ability to learn how to pack trucks and work safely.

Database Development Assistant, Regional Environmental Council

[Hours per week: 4-10]

Contact: Terra Oliveira
508-799-9139

communicate@recworchester.org

The Regional Environmental Council is an environmental justice organization dedicated to building healthy, sustainable and just communities in Worcester. The REC is in need of a work-study to assist in the management and development of our membership database. We currently use Filemaker Pro to manage our database of members, volunteers, partner organizations and funders. The Database Development Assistant will be responsible for working with the Executive Director and

Development/Communications Coordinator to help assess the effectiveness and utility of the current database relative to alternative configurations or products, implement necessary changes or acquisition and roll-out of new software, and will conduct database management including basic data entry on an as-needed basis. Looking for an enthusiastic, self-motivated, and organized candidate who has an interest in environmental, social justice and/or environmental justice issues, experience with Filemaker Pro or other database software, and be able to work independently to address both short- and long-term database.

Program Manager, Women's Initiative of the United Way of Central Mass, 484 Main Street

[Hours per week: 6]

Contact: Anne Wettengel
508-757-5631, x251
awettengel@unitedwaycm.org

The Women's Initiative promotes women's leadership and philanthropy to create positive and measurable change for women and children. Assist in the development of presentations and marketing materials for college audiences including the use of social media. Assist in database management and event preparation and execution. Support volunteer committees in meetings and event planning. Other project related duties assigned. Desired skills: strong interpersonal skills, both writing and speaking; strong computer skills desired, including knowledge of social media. Ability to network in diverse groups and represent the Women's Initiative in a professional manner. Strong attention to detail and strong organizational skills are necessary.

Tutor, Claremont Academy, 15 Claremont Street

[Hours per week:4-6]

Contact: Mike Metivier
5087993077
metivierm@worc.k12.ma.us

Assisting students and teacher with tutoring within classrooms. Skills desired include: An individual who is organized, timely, master of a subject area.

Senior Program Advisor, Institute for Energy & Sustainability, 16 Claremont Street

[Hours per week:4-10]

Contact: Chris Noonan
508-751-4639
cnoonan@energyandsustainability.com

The Institute for Energy & Sustainability is Central New England's Green Business Zone. We work to attract and grow clean energy and sustainability jobs, projects and businesses to Central Massachusetts, find us online at www.energyandsustainability.com. Tasks: event planning, website and social media, newsletter, clerical, project assistance.

Marketing Intern, Dynamy Internship Year, 27 Sever Street

[Hours per week: 6]

Contact: Kathy Cheng
508-755-2571 x18
kcheng@dynamy.org

Intern skills sets: A student who is creative, familiar with social media and new technologies that can help with ideas on how a non-profit can integrate into their marketing communication plan. Social media (Faceook, Twitter, Flickr, YouTube, etc), print collateral, Adobe Design suite.

Preservation Assistant, Preservation Worcester, 10 Cedar Street

[Hours per week: 4-6]

Contact: Deborah Packard
508-754-8760
deborah.packard@preservationworchester.org

The Preservation Assistant will help the organization in the input of images and objects into the PastPerfect software. The project will include scanning historic slides, and taking digital images. Using information available at PW and with staff assistance, the Preservation Assistant will research properties and catalog information on them in the database. The Assistant may also update and create PowerPoint presentations from existing slide format. Computer skills and interest in the built environment desired.

Greenhouse Assistant, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4]

Contact: Sandy Epstein
508-688-9658
sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which serves adolescents and adults diagnosed with mental illness. Its mission is to treat clients through a recovery model of treatment; patients through therapy can recover from this illness and live productive lives. Co-lead groups with horticultural therapy activities in patient greenhouse and grounds, assist individual clients with skills and participate in job coaching and assist in keeping stock fresh and saleable. Basic knowledge of psychology and research methods preferred but not required.

Health Care Administration, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4]

Contact: Sandy Epstein
508-688-9658
sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which serves adolescents and adults diagnosed with mental illness. Its mission is to treat clients through a recovery model of treatment; patients through therapy can recover from this illness and live productive lives. Project-based, participate in all aspects of the Recovery Center administration, including: human resources, financial, legal, treatment and overall hospital administration. Basic knowledge of psychology and research methods preferred but not required.

Performance Improvement, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4]

Contact: Sandy Epstein
508-688-9658
sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which serves adolescents and adults diagnosed with mental illness. Its mission is to treat clients through a recovery model of treatment; patients through therapy can recover from this illness and live productive lives. Assist the Director of Performance with department projects to improve patient care, can include: research, collecting data and analyzing the data and report writing and editing. Basic knowledge of psychology and research methods preferred but not required.

Art Therapy Associate, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4]

Contact: Sandy Epstein
508-688-9658
sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which serves adolescents and adults diagnosed with mental illness. Its mission is to treat clients through a recovery model of treatment; patients through therapy can recover from this illness and live productive lives. Co-lead groups with hospital staff using many types of art. This may also be done on a one on one basis too. Allowing the client to express him/herself through art can assist with his recovery. Basic knowledge of psychology and research methods preferred but not required.

Evening Activity Facilitator, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4]

Contact: Sandy Epstein
508-688-9658
sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which serves adolescents and adults diagnosed with mental illness. Its mission is to treat clients through a recovery model of treatment; patients through therapy can recover from this illness and live productive lives. Co-lead patient evening activities with the hospital rehab department. Possible activities: game night, dances, work in the hospital general store, theme nights, karaoke, volunteer – a specific skill or hobby to show, work with clients in our business center or art therapy room. Basic knowledge of psychology and research methods preferred but not required.

Music Therapy, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4]

Contact: Sandy Epstein
508-688-9658
sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which serves adolescents and adults diagnosed with mental illness. Its mission is to treat clients through a recovery model of treatment; patients through therapy can recover from this illness and live productive lives. Assist the music therapists with patient groups. This includes interacting patients in his/her group, showing clients how to use an instrument, teaching listening skills with the therapist's assistance. Opportunity to teach clients a musical instrument, singing lessons – individually or in small groups. Basic knowledge of psychology and research methods preferred but not required.

General Store Associate, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4]

Contact: Sandy Epstein
508-688-9658
sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which serves adolescents and adults diagnosed with mental illness. Its mission is to treat clients through a recovery model of treatment; patients through therapy can recover from this illness and live productive lives. Support the functions of the General Store which includes: merchandising items, managing the register, opening and closing the store, assisting the manager on ways to promote the store and interacting with all customers.

Friendly Visitor, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4]

Contact: Sandy Epstein
508-688-9658
sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which serves adolescents and adults diagnosed with mental illness. Its mission is to treat clients through a recovery model of treatment; patients through therapy can recover from this illness and live productive lives. Visit a client on a regular basis showing interest in him/her and supporting their recovery. Activities include: conversing, taking a walk, playing games, cards, etc. and his/her interests and your skills as needed.

Wellness Intern, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4]

Contact: Sandy Epstein
508-688-9658
sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which serves adolescents and adults diagnosed with mental illness. Its mission is to treat clients through a recovery model of treatment; patients through therapy can recover from this illness and live productive lives. Co-lead a patient wellness group which educates the client on leisure/ recreational skills and or improving their health status: possible groups, exercise, dance, yoga, sports activity-leisure-team and individual, fitness-strength and aerobic, outdoor education, nutrition, healthy lifestyle, culinary skills, cycling and horticultural therapy.

Public Art Public Institution Program, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4-6]

Contact: Sandy Epstein
508-368-3525
sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which treats adolescents and adults using a Recovery Model. Clients recover from their illness through group therapy, individual therapy, and medication compliance. The goal of the Public Art Public Institution Program is create specific art pieces for the Worcester Recovery Center. Art can take the form of pictures, sculptures, photography, etc. Art can come from all artists; students, adults, hospital clients.

Recreation Staff, Worcester Recovery Center, 309 Belmont Street

[Hours per week: 4-6]

Contact: Sandy Epstein
508-368-3525

sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which treats adolescents and adults using a Recovery Model. Clients recover from their illness through group therapy, individual therapy, and medication compliance. Conduct recreational activities for family members that are visiting their family members (patients) at the hospital. Play games, conduct simple craft projects, lead other group or individual activities with youth.

Psychology Assistant, Worcester Recovery Center, 309 Belmont Street

[Flexible – must work at least 4 hours a week for 6 months]

Contact: Sandy Epstein
508-368-3525

sandy.epstein@dmh.state.ma.us

Worcester Recovery Center and Hospital is a 220 bed psychiatric hospital which treats adolescents and adults using a Recovery Model. Clients recover from their illness through group therapy, individual therapy, and medication compliance. Special projects doing direct service with clients or research on a specific department issue. Basic knowledge of psychology and research methods preferred but not required.

Abby Kelley Foster Charter School, 10 New Bond Street

[Hours per week: 10]

Contact: Amy Emma
508-854-8400
aemma@akfcs.org

Abby Kelley Foster Charter School is interested in having students come in to offer their support during math block for fourth grade students. Looking for five students M-F from 8:30am-9:30am and possibly stay another hour to help support a literacy block. Must fill out a CORI with school.

Development Intern, Community Legal Aid, 405 Main Street

[Hours per week: 5 - 10]

Contact: Michelle Smith
508-425-2809
msmith@cla-ma.org

Community Legal Aid, Inc. (CLA) is the civil legal aid program that provides free legal services to low-income and elderly families and individuals in central and western Massachusetts. Through our advocacy in over 5,000 cases each year, the region's most vulnerable residents obtain safe and stable housing, access disability and other benefits programs, and break free from domestic violence. The Development Intern will work with CLA's 4-person development team to clean, code and enter data

on a regular basis into our donor management software, GiftWorks. The organization will likely transition to a new donor management software (Salesforce) and will need assistance in making the transition and managing the new database. The intern will also assist with planning events, solicitation campaigns, direct mailings and other administrative duties as needed. Student should be detail oriented, have an understanding of relational databases and the importance of quality data. Proficiency with Microsoft Office Suite is required. Prior experience working with a non-profit would be helpful but is not required.

Intern, Nuestro Huerto Urban Farm, 20 Southgate Street

[Hours per week: varies]

Contact: Please send questions, resume and cover letter to Amanda
nuestrohuertoworcester@gmail.com

Nuestro Huerto is pleased to offer full year, self-tailored internship experiences for high school, gap year and college-age students and anyone else interested in and dedicated to learning about the behind the scenes aspects of running an organization and urban farm, as well as gaining experience in the hands-on, day-to-day activities of the farm. This project is tailored to work with people of all levels of education, experience, cultures and lifestyles. Projects and responsibilities will be arranged with the director based on experience, interest and seasonal needs.

Student Ambassador, The Hanover Theatre, 2 Southbridge Street (3 -5 students needed)

[Hours per week: varies]

Contact: Meghan Patrick
508-471-1793
meghan@thehanovertheatre.org

The Hanover Theatre for the Performing Arts has establishing a college work study initiative. We seek to form a team of 3-5 Student Ambassadors from various colleges in Worcester and surrounding towns to assist in marketing and promoting the theatre on college campuses. This team would be involved in the promotion of performances, shows and events to the student population, as well as work to enhance student participation at the theatre and in city-wide collaborative marketing efforts initiated by the theatre, such as the WOO card program and other co-marketing efforts. Students applying for this position must be highly motivated, enthusiastic team players and creative thinkers. Students will receive the following training: initial training to familiarize them with the day-to-day operation of the theatre, an overall understanding of each individual department at The Hanover Theatre, a deeper understanding of the theatre's marketing programs and community partnerships and an overall understanding of cooperative marketing programs in cooperation with other non-profits and businesses in the central Massachusetts region.

CSWS Expectations Contract

Doing community service as your work study job may take time and be more emotionally challenging than another job, but you have the opportunity to grow and be more fulfilled while helping those in the community in which you live!

Expectations:

- 1) Your work schedule will be turned in to the Student Activities Office (SAO) within a week of your start date.
- 2) You will be at your placement on the scheduled days you have determined. If you miss more than 3 days in a row, you need to meet with the Graduate Assistant for Community Service and Student Activities and the site supervisor.
- 3) If you will not be at work, you need to contact your supervisor and the Graduate Assistant for Community Service and Student Activities at community-service@wpi.edu, at least 24 hours in advance.
- 4) If you need to change your schedule for any reason, you must let the SAO and your site supervisor know.
- 5) You will attend the mandatory meetings held by the SAO and/or your site supervisor.
- 6) You will fill out your timesheet on banner. (Time cards are due every other Friday at noon.)
- 7) You will need to attend Reflection Meetings on the following days:
 - Wednesday, October 9 from 6-7pm – Campus Center, Chairman's Room
 - Wednesday, December 11 from 6-7 pm – Campus Center, Chairman's Room
 - Wednesday, February 12 from 6-7 pm – SL 402
 - Wednesday, April 9 from 6-7 pm – Campus Center, Chairman's Room
- 8) You will learn, laugh, and have FUN!
- 9) You will make an impact on lives and make a difference in the community!
- 10) You will positively represent WPI in all your work.

I understand and agree to abide by the above expectations.

Name

Date

THIS IS YOUR COPY

CSWS Expectations Contract

Doing community service as your work study job may take time and be more emotionally challenging than another job, but you have the opportunity to grow and be more fulfilled while helping those in the community in which you live!

Expectations:

- 11) Your work schedule will be turned in to the Student Activities Office (SAO) within a week of your start date.
- 12) You will be at your placement on the scheduled days you have determined. If you miss more than 3 days in a row, you need to meet with the Graduate Assistant for Community Service and Student Activities and the site supervisor.
- 13) If you will not be at work, you need to contact your supervisor and the Graduate Assistant for Community Service and Student Activities at community-service@wpi.edu, at least 24 hours in advance.
- 14) If you need to change your schedule for any reason, you must let the SAO and your site supervisor know.
- 15) You will attend the mandatory meetings held by the SAO and/or your site supervisor.
- 16) You will fill out your timesheet on banner. (Time cards are due every other Friday at noon.)
- 17) You will need to attend Reflection Meetings on the following days:
 - Wednesday, October 9 from 6-7pm – Campus Center, Chairman's Room
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 - Wednesday, February 12 from 6-7 pm – SL 402
 - Wednesday, April 9 from 6-7 pm – Campus Center, Chairman's Room
- 18) You will learn, laugh, and have FUN!
- 19) You will make an impact on lives and make a difference in the community!
- 20) You will positively represent WPI in all your work.

I understand and agree to abide by the above expectations.

Name

Date

COMMUNITY SERVICE CENTER COPY

CSWS Information Sheet

Name: _____

LAST

FIRST

MIDDLE

Address: _____

WPI ID #: _____

Email: _____

Phone #: _____

Campus Mail Box: _____

Service Site: _____

Start Date: _____

Site Supervisor Contact Information:

Name: _____

Title: _____

Phone: _____

E-mail: _____

Please Fill in Your Work Schedule Below. Required for current term.

A-Term: _____

B-Term: _____

C-Term: _____

D-Term: _____

“I hear and I forget. I see and I remember. I do and I understand.” ~ *Chinese Proverb*