



# **Community Service Work Study Information Guide**





**All students who qualify and accept their Federal Work Study must complete 15 hours of community service over the course of the academic year (A- D Term)**

**Q: Why do you need to perform community service if you have work study?**

The Federal Work Study Program (FWS) provides eligible undergraduate students with part-time employment to help meet their financial needs while giving them work experience. Beginning in the 2000-2001 award year, colleges and universities receiving FWS funds were required to use at least 7% of their total annual FWS allocation to pay the wages of FWS students in community service placements. In other words, the government thinks that community service is important—and so does WPI! To meet this 7%, we are asking all students to complete a minimum of fifteen hours of service throughout the year.

**Q: What type of work can I do to meet this requirement?**

In accordance with the requirements of the Community Service Work Study Programs, work to be performed under off-campus Federal Work-Study agreements must be either related to the student's educational objectives or in the public interest, and:

- Must be governed by employment conditions, including pay, that are reasonable according to the type of work performed, the geographic region, the employee's proficiency, and any applicable federal, state, or local law; and
- Must not displace employees or impair existing service contracts (replacement is interpreted as displacement); and
- Must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction; and
- Must not solicit, accept or permit soliciting any fee, commission, contribution, or gift as a condition of the student's FWS employment (union dues excluded if paid by all employees).

Further, no work shall be considered in the public interest where:

- It primarily benefits the members of an organization that has membership limits;
- It involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
- It is work for an elected official unless the official is responsible for the regular administration of federal, state, or local government;
- It is work as a political aide for any elected official;
- A student's political support or party affiliation is taken into account in hiring him or her; or
- It involves lobbying on a federal, state, or local level.

**Q: So what does all of this mean?**

Basically, this means that hours cannot be completed in an organization **based solely** on religion or politics. For example, you could work at a food pantry at a church because it serves all who come there, but you couldn't help paint the church. No need to fear! There are plenty of places to complete the required hours; for instance, coaching a children's sports team as a volunteer, helping stock shelves at a local food pantry, or tutoring children at a local elementary school.

**Q: What if I need transportation?**

The Community Service Center has a Community Service Van available to take you to sites within a 10 mile radius of Worcester. To request transportation with the Community Service Van, please submit a Community Service Van Form found on the Student Activities Techsync page under Forms. Complete this form one week in advance of your service project and we'll make arrangements to get you there.

**Q: Do the community service events I complete for my fraternity or sorority or student organization count towards these hours?**

Great question! The answer is yes, unless they fall under one of the previously outlined restrictions. However, most fraternity and sorority community service projects will count. If you are ever in doubt, check with the Office of Student Aid & Financial Literacy.



As a Federal Work Study/Community Service recipient, you first need to decide how you wish to fulfill your community service work in during the academic year. You have two options:

- 1). You can earn your entire FWS/CS award by working in a community service position during the academic year that has been pre-approved through the WPI Student Activities Office. You can view these positions online at <http://www.wpi.edu/Admin/SAO/Service/glows.html> or in this document or contact [community-service@wpi.edu](mailto:community-service@wpi.edu) for information.
- 2). You can work the required 15 hours of community service during the academic year (terms A-D) that is required of you as a FWS/CS recipient. There are many opportunities available to you in order to meet this 15 hour requirement. Some suggestions to meet this requirement are listed for you below:
  - a). Work in a pre-approved\* community service agency listed in this document. Please contact Christine Kobza at the WPI Community Service Center ([community-service@wpi.edu](mailto:community-service@wpi.edu) / x5291) about these positions.
  - b). Work at a pre-approved community service event on or off campus listed in this document. Please contact Christine Kobza at the WPI Community Service Center ([community-service@wpi.edu](mailto:community-service@wpi.edu) / x5291) about these positions.

**\*\* If you would like to be added to a Community Service e-mail list, which provides weekly updates on all community service events, please email [community-service@wpi.edu](mailto:community-service@wpi.edu) or stop by the Community Service Center, 3<sup>rd</sup> Floor Campus Center. \*\***

- c). Perform community service work or philanthropic projects through your WPI club, organization, sports team, or fraternity/sorority. Pre-approval of any work performed through these organizations is required through the WPI Office of Financial Aid by completing the required pre-approval form located on the Financial Aid website two weeks before the service is started. This must be done prior to service completion to gain credit towards your FWS award.
- d). Perform community service work or philanthropic projects at home during breaks or weekends (i.e. volunteering at a soup kitchen or homeless shelter, tutoring at a middle/high school, volunteer coaching a children's sports teams). Pre-approval of any work performed through these organizations is required first through the WPI Office of Student Aid & Financial Literacy, through completing a pre-approval form located on the Financial Aid website two weeks before the service is started.

### **Second Step:**

If you choose option #1 above, your hours worked and time card processing will be handled through the WPI Student Activities Office. You will earn \$12.75/hour for your community service work and will be paid every two weeks by direct deposit.

If you choose option #2 above in a pre-approved community service agency or event, your hours worked and time card processing will be handled through the WPI Office of Financial Aid & Financial Literacy. You will earn \$12.75/hour for your community service work and will be paid every two weeks by direct deposit.

If you choose option #2 above where you have decided to propose a volunteer project that has not already been pre-approved through the WPI Student Activities Office, you will need to do the following:

- 1).Download or pick up a Community Service Work Study Pre-Approval Form through the WPI Office of Student Aid & Financial Literacy.  
<https://www.wpi.edu/sites/default/files/docs/Admissions-Aid/Tuition-Aid/CSWSpreapprovalform.pdf>  
*Make sure to complete this form and submit it to the WPI Office of Financial Aid for review at least two weeks prior to the start of your community service work.*
- 2). The WPI Office of Student Aid & Financial Literacy will review your community service proposal and get back to you on its approval or denial status.



***Please note that any community service work performed without prior approval through the WPI Office of Financial Aid WILL NOT COUNT towards your 15 hours community service requirement nor will you be paid for any hours worked in a community service position prior to the approval of the WPI Office of Student Aid & Financial Literacy.***

3). Documentation of hours worked at any community service position that is pre-approved through the WPI Office of Student Aid & Financial Literacy will be needed prior to students being paid for their work. The WPI Office of Student Aid & Financial Literacy will provide you with instructions on how to obtain this documentation once the pre-approval step has been completed.

4). Your hours worked need to be submitted through Work Day. You will earn \$12.75/hour for your community service work and will be paid every two weeks by direct deposit.

\*A pre-approved community service position is one in which the WPI Student Activities Office has approved as meeting the required community service definitions.

**Questions? Who to Contact:**

**For questions on FWS, Community Service Work Study or CS Hours Approval, Contact:**

WPI Office of Student Aid & Financial Literacy – (508) 831-5469  
Bridget Nault – Associate Director; [benault@wpi.edu](mailto:benault@wpi.edu)

**For help finding a Community Service Opportunity, Contact:**

WPI Student Activities Office; Community Service Center – (508) 831-5291  
Christine Kobza – Assistant Director of Student Activities



**Pre-Approved Community Service Agencies**

All of the agencies listed below have been pre-approved as service agencies where you can volunteer to meet the minimum of 15 hours of community service required if you receive Federal Work Study. These agencies have specifically indicated interest in recruiting WPI volunteers:

Agency	Phone	Address	Category
Abby Kelley Foster Charter Public School	508-854-8400 ext. 3627	10 New Bond Street	Education
			Mentoring
Abby's House	508-756-5486 Ext. 35	52 High Street	Social Services
Achieve Program	508-753-2991	2 Foster Street	Mentoring
			Education
African Community Education	508-799-3653	23 North Ashland Street	Mentoring
			Education
AIDS Project Worcester	508-755-3773 Ext. 15	85 Green Street	Healthcare
			Education
Albanian School Inc.	508-353-5462	23 North Ashland Street	Education
			Mentoring
Alzheimer's Association, MA and N.H. Chapter	617-868-6718	480 Pleasant Street Watertown, MA 02472	Healthcare
American Antiquarian Society	508-471-2164	185 Salisbury Street	Education
American Cancer Society, Central New England	508-270-4676	350 Plantation Street	Healthcare
			Education
American Diabetes Association	617-482-4580 ext. 3476	330 Congress Street	Elderly
			Healthcare
Artichoke Food Coop	508-752-3533	800 Main Street	Hunger
American Red Cross	508-595-3762	2000 Century Drive	Healthcare
American Red Cross	508-595-3700	29 Crafts Street Newton, MA	Healthcare
			Social Services
Arthritis Walk Central Mass	774-242-0855	Group Leader Contact Only	Healthcare
ASSISTment Project	508-831-6470	WPI	Education
AVID Tutoring Program	508-799-1234 508-799-3183	20 Irving Street	Education
			Mentoring
Bell Hill	508-341-9859	119 Belmont Street	Enviromental
Big Brothers Big Sisters	508-752-7868	484 Main Street	Mentoring
			Education
Blackstone Canal Festival	508-831-4915	Harding Street	Community

<b>Boy Scouts of America (Mohegan Council)</b>	508-752-3768	19 Harvard Street	Mentoring
<b>Boys and Girls Club of Worcester</b>	508-754-2686	65 Tainter Street	Mentoring
			Childcare
<b>Casa Project</b>	508-757-9877	100 Grove Street	Childcare, Mentoring
			Social Services
<b>Catholic Charities</b>	508-798-0191 508-860-2240	10 Hammond Street	Faith Based
			Social Services
Central Mass Housing Alliance	508-579-0107 ext. 31	7-11 Bellevue Street	Social Services
Centro Las Americas	508-798-1900	11 Sycamore Street	Social Services
	774-696-7123		Education
<b>City of Worcester Department of Public Works &amp; Parks</b>	508-929-1300	44 Front Street Suite 530	Environmental
<b>Children's Friend Inc.</b>	508-459-5425 Ext. 433	21 Cedar Street	Social Services
Children's Hospital/Dance Marathon	617-355-4021	1 Autumn Street Boston, MA	Childcare
			Healthcare
<b>Christopher House</b>	508-754-3800 ext. 121	10 Mary Scano Drive	Healthcare
Claremont Academy	508-799-3077	15 Claremont Street	Education/Tutoring
<b>Community Harvest Project</b>	774-551-6544	37 Wheeler Road Grafton, MA	Enviromental
			Hunger
<b>Community Healthlink, Inc.</b>	774-312-2711	275 Belmont Street	Healthcare
			Social Services
<b>Coes Pond Village</b>	508-798-8615	39 1st Street	Social Services
<b>Curiosity Hacked Worcester</b>	508-320-8815	36 Harlow Street	Mentoring
<b>Dismas House</b>	508-799-9389	30 Richards Street	Social Services
Donna Kay Rest Home	(774) 314-3114	16 Marble Street	Elderly
Dynamy	508-755-2571 ext.23	27 Sever Street	Childcare
			Education
East African Community Outreach	508-754-1176 ext.148	484 Main Street	Mentoring
			Education
Ecotarium	508-929-2708	222 Harrington Way	Enviromental
			Education
<b>Edward Street Child Services</b>	508-792-0220	34 Cedar Street	Childcare
			Education
Elder Services of Worcester Area, Inc.	508-756-1545 fax: 508-754-7771	67 Millbrook Street	Social Services
			Elderly
<b>Elm Park Elementary</b>	508-799-3568	23 North Ashland Street	Childcare
			Education
First Friends	508-791-4884	111 Park Avenue	Education
<b>First Night</b>	508-799-4909	PO Box 351	Education
Friendly House	508-755-4362	36 Wall Street	Social Services
Friends of Institute Park	508-450-0758	Institute Park	Environmental
			Mentoring

Girl Scouts of Central and Western Massachusetts	508-749-3639	81 Gold Star Boulevard	Education
Girls Incorporated of Worcester	508-755-6455 ext. 41	125 Providence Street	Mentoring
			Education
Goddard Scholars Academy	508-799-3350	20 Irving Street	Education
Global Vision International	508-616-6660	276 Turnpike Road # 234 Westborough, MA	Volunteer Abroad
Greater Worcester Habitat For Humanity & Habitat ReStore	508-799-9259, ext 113	111 Park Avenue	Social Services
Greater Worcester Land Trust	508-795-3838	4 Ash Street	Environmental
(The) Hanover Theatre	508-471-1793	2 Southbridge Street	Arts
Healthy Communities (MA Dept. of Public Health)	617-624-6021	250 Washington Street	Healthcare, Hunger
			Social Services
Heifer International	508-886-2221	216 Wachusett Street Rutland, MA	Hunger, Education
			Social Services
Heirloom Harvest Community Farm	508-963-7792	P.O. Box 1031 Westborough, MA	Environmental
			Hunger
Highland Grace House	508-860-1172	280 Highland Street	Mentoring
			Social Services
Hope Lodge, American Cancer Society	508-792-2985	7 Oak Street	Healthcare
			Social Services
Horizons for Homeless Children Playspace Program	508-755-2615	237 Millbury Street	Childcare Social Services
Institute for Energy & Sustainability	508-751-4639	16 Claremont Street	Environmental
			Education
International Center of Worcester	508-793-7626	950 Main Street	Education
ITMS Program: Goddard School	508-831-4915	14 Richards Street	Mentoring/Education
Jeremiah's Inn	508-755-6403	1059 Main Street	Hunger
			Social Services
Jewish Community Center	508-756-7109 ext. 273	633 Salisbury Street	Faith Based
			Education
Kate Toomey	508.735.8058	455 Main Street	Social Services
Leukemia & Lymphoma Society - Light the Night Walk	508-810-1310	9 Erie Drive Suite 101 Natick, MA	Healthcare
Life Skills, Inc.	(508) 943-4892	49 Morris Street	Education
LSS Services for New Americans	508-754-1121 ext. 410	51 Union Street Suite 214	Education
Lutheran Community Services - Teen Living Program	508-849-2156	12 George Street	Faith Based
			Education
Mass Audubon	508-753-6087	414 Massasoit Road	Hunger

Mustard Seed Soup Kitchen	508-754-7098	93 Piedmont Street	Hunger
Nativity School of Worcester	508-799-0100	67 Lincoln Street	Faith Based
			Education
Newton Hill	508-791-3146	Newton Hill	Environmental
Nuestro Huerto Urban Community Farm	508-296-0488	20 Southgate Street	Hunger
Oak Hill CDC	508-754-2858 ext. 26	74 Providence Street	Environmental
			Social Services
Pernet Family Health	508-755-1228	237 Millbury Street	Healthcare
			Social Services
Preservation Worcester	508-754-8760	10 Cedar Street	Environmental
Rachel's Table	508-799-7699	633 Salisbury Street	Hunger
Rehabilitative Resources	978-466-6300	650 North main Street	Healthcare
Rape Crisis Center of Central MA	508-852-7600	799 West Boylston Street	Healthcare
			Social Services
Regional Environmental Council, Inc.	508-799-9139	9 Castle Street	Environmental
Seven Hills Charter School	508-799-7500	51 Gage Street	Education
Society of Saint Vincent de Paul - Diocese of Worcester	508-752-4232	507 Park Avenue	Hunger
StandUp For Kids- Worcester	774-239-8844	114 Main Street	Childcare
			Social Services
Time to Invent Club (WGBH)	617-300-3642	1 Guest Street	Mentoring
UMass Memorial Medical Center – University Campus	774-443-2558	55 Lake Avenue North	Healthcare
			Education
UMass Mobile Safety Street	774-443-8629	365 Plantation Street	Healthcare
United Way	508-757-5631	484 Main Street	Social Services
UMASS Medicine Cancer Walk	508-856-5552	333 South Street Shrewsbury MA	Non-Profit Event
West Boylston Public School	508-835-2917	125 Crescent Street	Education
Why Me, Inc. & Sherry's House	508-757-7734	1152 Pleasant Street	Healthcare
Women's Initiative of the United Way of Central Mass	501-757-5631 Ext.251	484 Main Street	Education
Worcester Animal Rescue League	508-853-0030	139 Holden Street	Environmental
Worcester Community Action Council, Inc.	508-754-1176 ext. 136	484 Main Street	Hunger
Worcester Education Collaborative	508-757-5631 Ext. 252	484 Main Street, Suite 300	Education/Mentoring
Worcester Housing Authority	508-635-3317	85 Tacoma Street	Social Services
Worcester Parks and Recreation	508-799-1190	455 Main Street	Environmental

<b>Worcester Recovery Center</b>	508-368-3525	309 Belmont Street	Healthcare
<b>Worcester Refugee Assistance</b>	508-831-4915	44 Vernon Street	Social Services
<b>Worcester Tree Initiative</b>	508-852-6400	28 Mechanic Street	Environmental
<b>Yeshiva Academy</b>	5087520904 cell: 5085791852	22 Newton Avenue	Faith Based
			Education
YMCA of Greater Worcester	508-755-6101	766 Main Street	Mentoring
			Education
You Inc.	508-770-0511 ext. 123	81 Plantation Street	Healthcare
			Education
<b>Youville House</b>	508-753-3084	133 Granite Street	Elderly
<b>YWCA Central MA</b>	508-767-2505 ext. 3004	1 Salem Square	Mentoring
			Education
<b>15-40 Connection</b>	508-869-5204	53 Otis Street Westborough MA	Healthcare
<b>WeTag</b>	508-799-8327	3 Salem Street	Education

**Ideas for Possible Service Projects**

You can sign up for ongoing service opportunities that range from serving at a soup kitchen, working at a Habitat for Humanity site, volunteering at a community walk, visiting a nursing home, and much more at the Community Service Center, located on the third floor of the Campus Center. Go to the office and you'll find several service opportunities posted. Transportation is provided to the service sites.

**Club/Organization Sponsored Community Service**

If you perform community service activities or philanthropic projects through your club, organization, sports team, or fraternity/sorority, the project may meet Federal Work Study requirements that count toward your 15 hours. Please see the Office of Financial Aid in advance of performing the service to get your pre-approval form signed.

**Need Other Ideas?**

Check out:

[www.volunteersolutions.org/uwcm/volunteer/](http://www.volunteersolutions.org/uwcm/volunteer/) or [www.volunteermatch.org](http://www.volunteermatch.org)

### **Community Service Work-Study (CSWS)**

The CSWS Program is a great opportunity for those students looking to have their full work study allocation go toward volunteer work. The following positions are available on and off campus for students with work study to earn money while volunteering in the community for the academic year.

#### **For more information contact:**

Christine Kobza, Assistant Director of Student Activities  
Third Floor of the Campus Center  
508-831-5291  
[community-service@wpi.edu](mailto:community-service@wpi.edu)

### **ON CAMPUS POSITIONS**

#### **Community Service Center Student Assistant (3 students needed)**

*[4-5 hours per week]*

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 (15 students needed)**

*[4-5 hours per week]*

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**

#### **Mentor, Big Brothers/Big Sisters of Central Massachusetts**

*[Hours per week: 1-2]*

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.

#### **WPI Mentor, Exploradreams/Robokids, WPI Campus**

*[Hours per week: 2-4]*

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.

#### **AVID Tutor, Worcester Public Schools**

*[Hours per week: 4-6]*

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.

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

*[Hours per week: 4-6]*

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.

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

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

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.

#### **Resource and Volunteer Coordinator, Lutheran Social Services, Services for New Americans, 14 East Worcester St.**

*[Hours per week: 4-6]*

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.

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**Curiosity Hacked, 36 Harlow Street**

*[Hours per week: varies]*

profit, inclusive organization dedicated to addressing the needs of the global maker community through STEAM (STEM + Arts) education and skill building. At weekly meetings we teach and award badges in skills such as soldering, circuit design, C++ programming, robotics, woodworking and music to name just a few. Meeting activities and Badge curriculum are heavily project focused with a strong emphasis on the completion of hand-on activities rather than lectures and slides. We are looking for mentors who can teach or assist in teaching skills or topics that those mentors have a background in or have an interest in.

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**ASSISTments Project, WPI**

*[Hours per week: 2-10]*

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](http://www.assistments.org)

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

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**Volunteer, Christopher House, 10 Mary Scavo Drive**

*[Hours per week: 2-10]*

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.

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**Volunteer, Ecotarium, 222 Harrington Way**

*[Hours per week: 3-4]*

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.

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**Special Assistant to the Executive Director, Greater Worcester Land Trust, 101 Water Street**

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

This would entail a variety of office related and technical projects for the Greater Worcester Land Trust. The

person would work directly with the Executive Director, and occasionally with the Volunteer and Membership Coordinator.

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**Shelter Assistant, Worcester Animal Rescue League, 139 Holden Street**

*[Hours per week: 5-10]*

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

hard in dirty situations. Be aware that clothing may be stained, ripped, dirty, etc. Waterproof boots and extra socks are highly recommended.

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**Homework Center Tutor, Worcester Housing Authority, 40 Belmont Street**

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

WHA Home Work Center tutors provide supervision and assistance in an after-school "drop-in" program for children of Great Brook Valley/ Curtis 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.

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**AVID Tutor, Worcester Public Schools**

*[Hours per week: 4-6]*

The AVID Program in the Worcester Public Schools 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.

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**Computer Lab Intern, Goddard Scholars Academy, 20 Irving Street**

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

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.

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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

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

*[Hours per week: flexible hours]*

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.

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

*[Hours per week: 4-6]*

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.

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**Tutoring coordinator, Dynamy Youth Academy, 27 Sever Street**

*[Hours per week: 6]*

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.

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**Intern, Institute for Energy & Sustainability, 16 Claremont Street**

*[Hours per week: 4-10]*

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](http://www.energyandsustainability.com). Tasks: event planning,

website and social media, newsletter, clerical, project assistance.

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**Technology Assistant, YMCA of Central Massachusetts, 1 Salem Square**

*[Hours per week: flexible hours]*

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 required. Excellent interpersonal skills, organizational skills, communications skills and ability to work with and train staff with diverse computer knowledge required.

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

*[Hours per week: 4-6]*

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.

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

*[Hours per week: 4 - 8]*

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.

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

*[Hours per week: 6]*

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.



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**Tutor, Claremont Academy, 15 Claremont Street**

[Hours per week: 4-6]

Assisting students and teacher with tutoring within classrooms. Qualifications: Organized, timely, master of a subject area.

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**Marketing Intern, Dynamy Internship Year, 27 Sever Street**

[Hours per week: 6]

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.

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**Preservation Assistant, Preservation Worcester, 10 Cedar Street**

[Hours per week: 4-6]

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.

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**Math and Literacy Block Aide, Abby Kelley Foster Charter School, 10 New Bond Street**

[Hours per week: 4]

Abby Kelley Foster Charter School is interested in having students come in to offer their support during math and literacy blocks for fourth grade students. Must complete a background check with the school – conducted by the school prior to tutoring.

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**Greenhouse Assistant, Worcester Recovery Center, 309 Belmont Street**

[Hours per week: 4]

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.

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**Health Care Administration, Worcester Recovery Center, 309 Belmont Street**

[Hours per week: 4]

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.

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**Performance Improvement, Worcester Recovery Center, 309 Belmont Street**

[Hours per week: 4]

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.

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**Art Therapy Associate, Worcester Recovery Center, 309 Belmont Street**

[Hours per week: 4]

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.

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**Evening Activity Facilitator, Worcester Recovery Center, 309 Belmont Street**

[Hours per week: 4]

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.

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**Music Therapy, Worcester Recovery Center, 309 Belmont Street**

[Hours per week: 4]

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.

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**General Store Associate, Worcester Recovery  
Center, 309 Belmont Street**

*[Hours per week: 4]*

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.

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**Friendly Visitor, Worcester Recovery Center, 309 Belmont Street**

*[Hours per week: 4]*

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.

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**Wellness Intern, Worcester Recovery Center, 309 Belmont Street**

*[Hours per week: 4]*

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.

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

*[Hours per week: 4-6]*

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.

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**Recreation Staff, Worcester Recovery Center, 309 Belmont Street**

*[Hours per week: 4-6]*

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.

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**Psychology Assistant, Worcester Recovery Center, 309 Belmont Street**

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

[sandy.epstein@dmh.state.ma.us](mailto: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.

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**Assistant, Worcester Think Tank, 36 Harlow Street**

*[Hours per week: 3-5]*

Worcester think tank is an educational center in integrated science, technology and arts education for kids ages 8-18. Please help with us to design and assist teach creative hands on, project based classes. Example include: engineering design, problem solving in mine craft, biology and more.

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**Student Ambassador, The Hanover Theatre, 2 Southbridge Street**

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

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**Development Intern, Community Legal Aid, 405 Main Street**

*[Hours per week: 5 - 10]*

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 intern will also assist with planning events, solicitation campaigns, direct mailings and other administrative duties as needed. We are also able to tailor an internship experience based on the interests of the student volunteer. 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.

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**Intern, Nuestro Huerto Urban Farm, 20 Southgate Street**

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.  
marketing programs in cooperation with other non-profits and businesses in the central Massachusetts region.

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**Gardener, AIDS Project Worcester (1-2 students needed)**

*[Hours per week: 2-4]*

AIDS Project Worcester provides a multitude of services to people who are infected with and/or affected by HIV/AIDS. Qualifications: We are in need of a person who is ready for hard work. We have a community garden located around the corner from the agency that needs attention. We are engaged in watering, weeding, picking fresh produce and maintaining the cleanliness and nice appearance of the garden