Opportunities in Community Service, Civic Engagement and Civic Leadership...Leading to a life of Engaged Citizenship.

COMMUNITY SERVICE
MLK Days of Service 1/21/12 - Vandervort Rm 12pm
Community Lunch Program Volunteers Needed!
Geneva Heroes Volunteers Needed!
Literacy Volunteers Spelling Bee Contest—Volunteers needed!
Geneva Learns - Volunteers Needed

CIVIC ENGAGEMENT
Alternative Spring Break!!
America Reads/America Counts positions

CIVIC LEADERSHIP
Jumpstart Development Internship
Break Away Internship Program

ENGAGED CITIZENSHIP
Teach for America Information Session 1/25
City Year New York Internship Program
Day of Service

in honor of Martin Luther King Jr.

Saturday, January 21st, 12-4 PM

Meet in the Vandervort Room

Lunch provided
T-shirts for the first 100 volunteers to show up

Click HERE to register yourself or a group today!
COMMUNITY SERVICE

COMMUNITY LUNCH PROGRAM
WOULD LIKE YOUR HELP!

HWS COLLEGES COORDINATES THE COMMUNITY LUNCH PROGRAM OF GENEVA, A LOCAL SOUP KITCHEN, ON THURSDAYS DURING THE MONTH OF FEBRUARY!

IF YOU HAVE ANY TIME ON THURSDAY FROM 9AM-1PM TO LEND A HAND, PLEASE CONTACT:
E-MAIL: CELESTE.SMITH@HWS.EDU
OR STOP BY CCESL—TRINITY 203
What will you be doing on Saturday mornings?
Watching TV? Sleeping? Doing Homework?

This spring, GENEVA HEROES will change Geneva.
And you could be a part of it!

GENEVA HEROES unites young people from the Geneva Middle and High Schools and St. Francis/St. Stephens Schools with HWS students to complete fun community service projects every Saturday morning (9am-2pm) from February 4th through April 14th (excluding March 17th-24th). Together we will set out to make a difference in the Geneva community. You will serve as a mentor for the middle school and high school students of Geneva, while giving back to the community.

You’ll also be helping yourself, while you help others. You’ll meet with community and business leaders. You’ll learn real skills in putting service activities together. You will take part in a high-energy program that will unite you, other HWS students and local middle and high school students.

We are looking for HWS students who will serve as role models to the young students of Geneva. While community service is the primary focus, HWS participants are held to a high level of responsibility in expression of leadership, enthusiasm, excitement, and leadership.

It’s giving back to the community!
It’s hanging out with kids!
It’s exciting!
It’s fun!

Return to: The Center for Community Engagement and Service Learning
(2nd Floor Trinity Hall)
BY 12 pm, no later!
BEE the first to sign up for the HWS Spelling BEE Team!!
E-mail serve@hws.edu TODAY!!!
Contest Sunday, February 12, 2012 @ Canandaigua Academy Auditorium
Ride provided!
GENEVA LEARNS!

Volunteer Mon.-Fri. for:

Boys and Girls Club ages 6-11
Geneva Community Center ages 11-17
Geneva Middle School
Geneva High School

Submit all electronic applications to: serve@hws.edu

For more volunteer options and job descriptions, check out the volunteer application, e-mailed to all students, and available in CCESL

HOBART AND WILLIAM SMITH COLLEGES

BOYS & GIRLS CLUB
All Volunteers fill out:

Name: ___________________________ Campus Wide ID Number: ___________________________

Class Year: _______ PO Box #: _______ Cell Phone #: _______

Do you have a car on campus and are willing to drive others: □ Yes □ No
Are you Van Certified: □ Yes □ No
Are you willing to become Van Certified (if you have had your license for 3 years or are over 21): □ Yes □ No

Answer the following questions on a separate sheet of paper:
1. What is your past experience working with youth? Specifically relate it to the position in which you are applying.
2. Why do you want to volunteer with Geneva Learns?

Geneva Learns is a unique collaboration between Hobart and William Smith Colleges, The Boys and Girls Club, and the Geneva City School District. Students will volunteer at ONE of the three designated areas. Please check off where you would like to serve below and fill out the additional information.

□ Boys and Girls Club of Geneva: Ages 6-11, afterschool tutoring
□ M□T□W□Th□F (please check when available) from 3:00pm-5:00pm
Description: assist members with homework (grades 1 - 5); assist staff with keeping track of homework agendas; interact with kids via sports, games, arts and crafts, and reading

□ Geneva Middle & High School: Ages 11-16, afterschool teacher assistance and tutoring
□ M□T□W□Th□F (please check when available) from 2:55pm-4:25pm
Description: assist after-school teachers with their daily lesson through the Sylvain Learning Program, as well as assist students in homework and daily assignments.
Subject preference: □ English Language Arts OR □ Mathematics

□ Geneva Community Center: Ages 11-17, afterschool programming
□ M□T□W□Th□F (please check when available) from 3:00pm-5:00pm
Description: Please choose an area you would be most interested in helping out at the Community Center (1 being the most desired).

____ Computer Lab ______ Gym ______ Art Room ______ Games Room ______ Front Desk
____ Smart Girls Assistant ____ Passport to Manhood Assistant ____ Garden Club Helper
CCESL is now accepting Alternative Spring Break applications

**Domestic Trips:**
- Richmond, VA
- Nortina, NC
- Lyons, NY
- Washington, DC
- Penfield, NY

**Deadline:** February 6th

Be A Part of ASB 2012!

HOBART AND WILLIAM SMITH COLLEGES

http://www.hws.edu/academics/service/alternative_breaks.aspx
Applications to tutor elementary school aged children enrolled in the America Reads Program and middle school children enrolled in the America Counts Program will be accepted on a rolling basis until Jan. 20th. Tutor training starts the week of the 23rd and sessions begin the week of the 30th. To apply and for the AR/AC schedule go to the CCESL web site: http://www.hws.edu/academics/service/volunteer_opportunities.aspx

Applications can be returned via email to serve@hws.edu or dropped off in CCESL (Trinity 203) by Friday, January 20, 2012

| America Reads Schedule (select a site based on what fits your schedule) |
|---|---|---|---|---|---|
| **Coordinators** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 7:30-9:15 (tutor from 8:00-9:00) | Lafayette (1 hour 45 minutes x 2 = 3.5 hours/week) | | Lafayette | |
| 9:00-10:05 (tutor from 9:10-9:55) | St. Stephen’s (1 hour 5 minutes x 3 sessions = 3.25 hours per week) | St. Stephen’s | St. Stephen’s | St. Stephen’s |
| 1:50-3:35 (tutor from 2:15-3:15) | West Street (1 hour 45 minutes x 2 = 3.5 hours/week) | West Street | | |
| 1:50-3:35 (tutor from 2:15-3:15) | West Street (1 hour 45 minutes x 2 = 3.5 hours/week) | | West Street | |
| 2:55 – 4:15 (tutor from 3:10-4:00) | Main Street Elementary (1 hour 30 minutes x 2 = 3 hours/week) | | Main Street Elementary | |
| 2:30-5pm | Trinity Church | Trinity Church | | |
| 2:30-5pm | Trinity Church | | Trinity Church | |
| 3-4:30pm | America Counts | America Counts | America Counts | America Counts |
About Jumpstart
Jumpstart is a national early education organization that recruits and trains college students and community volunteers to work with preschool children in low-income neighborhoods. Through a proven curriculum, these children develop the language and literacy skills they need to be ready for school, setting them on a path to close the achievement gap before it is too late. Join us to work toward the day every child in America enters school prepared to succeed. Learn more at www.jstart.org.

Position Overview
Jumpstart’s Development Intern will gain broad exposure to non-profit management, traditional and grassroots marketing, and fundraising. The intern will support Jumpstart’s San Francisco office to coordinate their local campaign activities, with a primary focus on events on the day of Jumpstart’s Read for the Record, donor outreach, media outreach and other activities to help strengthen Jumpstart’s presence. The Development Intern will be based out of the San Francisco office and report to Lindsay White, Development Associate.

Specific Responsibilities
• Donor prospect research
  o Utilize internet and search tools provided by Jumpstart to strengthen a donor prospect database that includes private foundations, corporations, and individuals
• Assist in maintaining Development calendar and donor database
• Assist in coordinating Development events
• Assist in creating and editing presentations and a newsletter for board and donor prospects
• Create and draft collateral materials and emails for marketing purposes.
• Assist in managing all social media (Facebook and Twitter accounts) and maintaining regional website
• Provide additional support to the Development team as needed

Qualifications
• Applicants must be enrolled in an undergraduate or graduate program (or equivalent)
• Desire to learn the basic principles of fundraising
• Proficiency in Excel, Microsoft Word
• Excellent verbal and written communications skills
• Excellent interpersonal skills and ability to collaborate effectively
• Highly organized and professional demeanor
• Ability to manage multiple projects
• Strong attention to detail
• Energetic, enthusiastic, and interested in learning within a fast-paced, fast-growing organization
• Salesforce experience preferred

Additional Qualifications
The intern must be able to dedicate 8-16 hours a week with a minimum of a three month commitment.

Location
San Francisco

To Apply
Please send your resume and a thoughtful cover letter to:
Lindsay White, Development Associate
lindsay.white@jstart.org
Applications will be reviewed on a rolling basis.
BREAK AWAY INTERNSHIP PROGRAM SEEKING ACTIVE CITIZENS

Break Away is pleased to announce that the 2012 Summer Internship Program is now accepting applications. We encourage those interested in developing facilitation and leadership skills, engaging in intense learning experiences, supporting lifelong active citizenship, and strengthening the national alternative break movement to apply.

Individuals selected to be Break Away interns will have two areas of focus. The primary area of focus will be the Train the Trainer Program - with the goal of becoming a long-term Break Away Facilitator, trained and available for future consultant work. This will include assisting in three Break Away national conferences: The Alternative Break Citizenship schools (ABCs). In addition to gaining valuable facilitation experience, you will have the unique opportunity to develop national conferences, speaker panels, educational sessions, and similar activities by serving as logistical staff for the ABCs. Alternative Break experience is required for all applicants. The second area of focus will be a project that will best utilize your talents, while also expanding your experience and expertise in that given area for the benefit of the alternative break movement. The possible choices are listed on the application; however, if you have a specific skill set that isn't listed on the application, please feel free to let us know about it.

The duration of the internship is May 18 - August 17th, 2012* during which time interns will live in Atlanta, GA and work out of the National Break Away Office. Break Away will cover your travel costs, grant a modest living stipend to each selected intern, and shared housing will either be arranged and paid for by the Break Away staff or compensated for in the monthly stipend. In addition, Break Away will also cover all expenses (food, transportation, and housing) for interns during the Alternative Break Citizenship schools, which will be held for 10 days each in June, July, and August. One to three interns will be selected from the applicant pool.

Interns will be responsible for providing their own transportation within Atlanta and for covering food and entertainment expenses for the few weeks that they will not be involved with one of the ABCs. If this is prohibitive for applicants, please call or e-mail. We are open to discussing options for individuals interested in applying.

If you are interested in the Internship Program but are unable to invest an entire summer, you may still be able to serve as a Site Leader for one of the ABCs. Applications to serve as a Site Leader for one of the 2012 ABCs will be available in March 2012.

Applications are now available on our website, http://www.alternativebreaks2011.org/highlights/?q=13. Electronic submissions are strongly encouraged. Applications that are sent via postal mail will not be accepted; faxed or emailed only please. Send to breakaway@alternativebreaks.org or fax to 404.348.4337.

All applications must be received by 5 pm EST on Wednesday, January 18th, 2012. Contact Samantha Giacobozzi, Programs Director at 800.903.0646 with any questions.

*If you are able to begin the internship earlier than May 18th (or can't start until after that date), please also note that in your application.

Thank you for investing in the national alternative break movement and a life of active citizenship.

In service,

Samantha Giacobozzi
Programs Director
Break Away: The Alternative Break Connection
www.alternativebreaks.org
800.903.0646
TEACH FOR AMERICA
Information Session

January 25, 2012 in Trinity Hall 305
7:00- 8:00 PM

If you are unable to attend the information session, feel free to attend open office hours in room 210 at the times:

January 25th, 2:00 PM – 5:00 PM AND January 26th, 9:00 AM – 1:00 PM

TEACH FOR AMERICA www.teachforamerica.org
Two year commitment. Full salary and benefits. All majors and career backgrounds.

FINAL APPLICATION DEADLINE:
Friday, February 10
City Year New York

INTERNSHIP PROGRAM ANNOUNCEMENT

ORGANIZATIONAL OVERVIEW
City Year is a non-profit organization that unites young people of all backgrounds for a year of full-time service, giving them the skills and opportunities to change the world. As tutors, mentors, and role models, these diverse young leaders make a difference in the lives of children and transform schools and neighborhoods across the United States. City Year is a proud member of AmeriCorps. City Year was founded in 1988 to tap the civic potential of the country’s young people. For more information please visit www.cityyear.org/newyork

INTERNSHIP SUMMARY
City Year provides hands-on learning opportunities for undergraduate students as well as for graduate students and post-baccalaureates interested in non-profit administration careers. Part-time and full-time interns will support a variety of projects that will help City Year carry out our education mission by assisting in research, data collection, event planning, fundraising and more. Internships typically run concurrent with the semester system with the option to continue into the spring semester. Each intern will be matched with a specific department (see descriptions below). Additionally, each intern will assist with general office operations, administrative work, event support, and data entry. Internships are typically between 15 and 30 hours per week during business hours (9am-5:30pm, Monday-Friday), and can be flexible with a student’s academic calendar and other summer commitments. Please note that all internships are office based and do not serve in schools.

INTERNSHIPS ARE AVAILABLE IN THE FOLLOWING DEPARTMENTS

CIVIC ENGAGEMENT
Responsibilities include supporting all areas of City Year New York’s Civic Engagement team which implements an aggressive calendar of over 40 community service days for corporate, community, and youth audiences throughout the year. The intern will manage our city wide service partner database; assist in securing service sites and managing relationships with community-based organizations, schools, and city agencies for the implementation of service days. The intern may also assist with other corporate development opportunities as needed.

DEVELOPMENT AND FUNDRAISING
Responsibilities include supporting all areas of City Year New York’s fundraising efforts. The intern assists in coordinating direct mail campaigns for donors, researching and identifying prospective individuals, foundations, and corporate funders, maintaining development files, assisting in the maintenance of The Razor Edge fundraising database, and carrying out other special projects and cultivation events as needed, with a concentration on event preparation and follow up.

PROGRAM AND SERVICE
Responsibilities include supporting all areas of Program and Service Operations, with an emphasis on managing Corps Member files in order to assure the organization maintains compliance with government entities, supporting various Corps Member human resource matters, creating and maintaining asset trackers, analyzing Corps Member satisfaction survey results and creating survey summaries. The intern will also assist with preparing materials for Corps Member training and development, and other special projects as assigned by the department.

RESEARCH AND OPERATIONS
Responsibilities include assisting with Site Operations, Staff Support, Finance and Office Management. The intern will manage the upkeep of monthly budget reports, assist in conducting interviews for the internship program, support the Chief of Staff with the creation of board materials, file audits, and database management and tracking in organizational logistics and streamlining office efficiency. The intern will also complete a variety of research projects for the Executive Director centered on New York and the Department of Education, various behavioral intervention and literacy programs, high school dropout statistics, and various other impact data related to our schools, communities, and the districts in which we serve.

RECRUITMENT AND ADMISSIONS
Responsibilities include supporting and assisting our Admissions department with the corps member application process, including filing, managing relationships with candidates by supporting a customer service program that encourages timely and consistent communication with prospective and accepted applicants, supporting various Recruitment events such as community fairs and block parties or outreach fairs when necessary, researching City Year’s top application feeder schools, creating portfolios, and developing campus outreach strategies, and managing special projects as assigned by the department.

INCENTIVES
This is an unpaid opportunity where interns will learn and develop a variety of resume building skills including: organization, teamwork, project planning and execution, communication skills and customer service, multi-tasking, service learning, and networking. At the successful completion of the program each intern can receive a letter of recommendation including the projects they accomplished. It is up to the applicant to determine whether they are eligible for credit, scholarship, or work study money from their school. All interns will have the opportunity to participate in Corporate Services Days, Lunch and Learn seminars with members of our Leadership Team, and will be assigned a mentor who will serve as their mentor throughout the internship.

SKILLS AND QUALIFICATIONS
* Excellent written, oral, and computer skills.
* Attention to detail, organized, ability to take direction, and a commitment to quality work.
* Efficient, flexible, willingness to learn.
* Capable of working individually and on a team.
* Special consideration given to those with prior service experience.

HOW TO APPLY
Qualified applicants should submit a resume and cover letter to rcreative@cityyear.org. Please indicate your department of interest in your cover letter. For the summer term (late May-mid August) applications must be received by April 15, 2012.